App. F. IX-4

Previous References

1924-26
(Prisons)

File No. 17-24

Serial Nos. 1 to 21

Later References
Pris 17-3/24/1-2
" 4-32 1/-2, 5-6.
" 59-33 " 3-4.
" 38-35 1/-2

Preserve.
17/11/42

General and Revenue Secretariat.

Part B for December 1927.

SUBJECT

Standardisation of the forms of the Prisons Department

Sl. 21. No. G. 490 Dt. 18.10.28

To The Supdt. Govt Stationery.

States that the original list was sent to the Press for execution & that no other spare copy is available & requests to transfer the said list to the Press Section for early execution

GENERAL AND REVENUE SECRETARIAT.

(Pris)

NOTES.

File No. 17-24

FILE HEADING.

Standardisation of the forms of the Prisons Department.

From

The D.G. of Prisons

No. 1059 / 89-24 Dated 3-8-24 Received 6.8.24

Diary No. 572	Enclos. one list with sample forms	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwarding a list showing the names of forms to be written with samples as required in Go. No. G. 12235-92 G.A. 7.23-3 dt 29.2.1924 - in connection with the Standard forms.

NOTES AND ORDERS.

Serial No. 4

Item 30

note in diary no. 761 of 27

Hon'ble. It will be seen from the remarks in Annexure III that some changes in the existing forms are proposed, which perhaps require approval of Govt. before they are printed.

1) re cash book, a revised form as approved by the Committee has been sanctioned, and a draft submitted for approval. This with the subsidiary register, necessitated by the maintenance of only one cash book is steady line, has to be incorporated in the list.

2). The Dy. may perhaps be asked to state the authority on which he has proposed to change the existing forms. If as stated by him, a bilingual form is required for the convenience of non English knowing servants of the Govt, the suggestion of the Dy. may be approved. But before obtaining Govt sanction, the changes may not be incorporated.

3) Some forms mentioned in Annexure are proposed to be printed by Govt.

NOTE—Contn. sheet.

5-72 (4

G. R. S. III-2]

WD 2310—GPF—10,000—51 5-24

General and Revenue Secretariat | Pris File No. 7 of 19 24

Serial No.

79, 80 & 94. Ques is for orders.

8) If the proposed changes as in remarks col: are approved, it is perhaps better to ask the Dy. to submit revised up to date forms embodying the changes required together with the information as to type & paper &c and then recommend the forms & Govt them for print- once for all.

9) Orders

delay 26/8/24

10) From a further scrutiny of the forms with the aid of the Dy Jailor Sc. Jail who was sent for to explain the details of the forms presented for this Jails — the following discrepancies are observed.

Dy.3 Pris — 11) The general financial forms common for all departments need not be submitted here. Dy. 6515, 186-36 & 43.

12) No: 7 - Here need not be two separate forms for No: 7 & 7a — Form 7 A may be printed at the end of form 7 - Since they form part of 7.

Forms 7 & 7A may be printed separately where refer to different information.

NOTE—Contn. sheet

Serial No.

13 Forms 40, 41 & 42 - may be in manuscript and need not be printed, as the requirements are very small. — not necessary

No. 2. The suggestion is not supported with any reasons for the change proposed. — Jails

14 Note at foot of p. 5 — Call for information as to how far this is not necessary

No. 7. col: 13 may not be omitted as suggested in the remarks col:, but it may be shortened and col: 20 widened as desired at foot p. 5. — Call for explanation

29

The suggestion made to revise the forms nos: 12, 15, 22, 32 may perhaps be approved no: 13, This form is proposed to be revised from the one presented in the Jail Manual also forms nos: 14 & 15. These are for orders — The proposed form is not clear - Call for details

30

This may be done

31

16 Bilingual forms are suggested to forms nos 26 & 44, 45, 46 — for sake of convenience of non-English knowing Medical Officers — & may perhaps be approved provided the correctness of the translation is certified to by the Dy Surgeon. — This may be done

32

17 Form no. 38 requires perforation in the middle. — This may be done

33

Forms 48, 50, 51, 52, perhaps refer to Govt of the Jails & it is desirable that the opinion of the Superintendent A.H. Dept is taken before the revision proposed therein are ordered to be adopted. — Yes

34

Note not known how General Fin: form 77 has been a[illegible] when form 56 was in existence under the Jail Manual, which is proposed to be renewed. — Consult Fin: Dept

35

G. R. S. III-2]

WD 2310—GPE—10,000—31-5-24

General and Revenue Secretariat

of 1924

Serial No.

Consult the Jail Supdt.

20 // Form 37, the same as printed in the Jail manual may be adopted in the proposed change & perforation / the trifoil may be dispensed with. Form 38. The reasons for the change are not apparent. The Dy. may perhaps be asked to explain.

37 Yes -

21 // The change in Form 77 is for consideration & orders.

Consult the Jail Supdt. 38 The reason for the change is not satisfactory.

22 Form 78 [Appendix XVI in the annual return] may perhaps be abolished as recommended by the Dy. ~~Supdt~~ The same has been abolished also in Madras.

39 For orders -

23 Besides the above which are shown in the Jail manual Part II other forms 79 to 92 which are not covered by or prescribed in the Jail manual are proposed to be printed, but which are stated to be unprinted from a long time. When the Press was attached to the A. & J. Dept. it is therefore for orders whether the old practice has to be continued or abolished. The forms are stated to be necessary to explain accounts & correspondence & for convenient

G.R.S. 10-21

File No. 17 of 19 .24

General and
Secretar

Serial No.

Unless the changes indicated are in a large number of forms, it is perhaps better in the first instance to give a formal sanction for these changes, and then ask the Dy. C in respect of these changes - for the Standardisation. All the changes are indicated in the forms for back up use.

As the meaning of period mentioned in Annexure III of the fo. Dy 29.2.24, appears to be the period as to when the forms are required - by either months, quarterly annual and not in respect to the preservation of the records to which these forms refer. The Dy. should therefore be asked to revise the annexure in consonance to the above, after first approving or disapproving the changes. The D.A. Gen. of the Q.M.G. may also be consulted.

§ Enquire 4/

15/9/24

4/ Make the enquiries of the D.A.G. as requested in the note recorded above

28/
30/10

a/ Draft herewith.

1/11/24

3 June
8
1/11

NOTE—Contn. Sheet

3448/P

eral and Revenue Secretariat. | File No. 17

Serial No.	
	To Hon'ble D.G. P.&T. Simla. P.2505-8/11.11.24. Requests him to revise the list submitted for early.
2	
3	Letter no. 191/89-24 dt 6.2.25 from the D.G. P.&T. forwarding a revised list as called for with reasons for the change proposed in the Subsidiary Rules under which certain articles are entitled as stated. The list contains 2 more items than the list still contains them. The change proposed by the D.G. may not be sanctioned.
4	Rule 3. The objection raised by the D.G. may be met by inserting the words "or other articles" after the word "parcels" in the first line of the Rule.
5	Rule 4: The present form of the Rule is the result of the Hague Convention. Even the Hague Convention does not appear to have provided improvements over the existing one. There seems to be no necessity to change the present form which satisfies

The original form should be kept

Rule 17 says that Jail manuals under which terms is prescribed, says that it is intended to prevent overcrowding. So there is no necessity to change the present form which satisfies

3448

Prd File No. of 19 24

General and Rev Secretariat.

Serial No.

ina S. As regards form 58 - the H: Bx a
the audit-staff may perhaps be consulted
along with forms nos 48, 50, S-105-2
which may be necessary for purposes
of audit.

46 Re: form 77. The reasons assigned
are not apparent - the reply of the
Fy. is not to the point. Why the General
financial form for reimbursement of house
hire charges is adopted when the way
form 56 prescribed in the Financial Rules
has been discontinued requires
elucidation.

(3) After the above is satisfactorily explained, the revised statement may perhaps be submitted in consultation with the H. & Fy. Members.

Secy. 14/2/25 16/2/25 The Audit Br may be consulted.

Audit (for) 19/5/25 The Comptroller's opinion on the points raised

Compr 20/5/25
consulted U.O. 20/5

The position may remain in

Audit Branch may be consulted

The position necessary to be retained in

2608-24

NOTE—Contn. Sheet

General and Revenue Secretariat.

File No. F.6 27b

SECTT. 25 MAY 1925 BANGALORE

B193

51589

Serial No. 59

No. No. P 3092 of 21st May, 1925.

Forwarded with compliments to the Comptroller for favour of opinion as the modifications & alterations to the Jail Financial forms.

for Secretary

Secy
27/5/25

GENL. & REV. SECTT. Dy. No. P. 25. JUN. 1925 D. SECTION.

25/6/25.

60 U.O.No.1033 LAD dated 24th June 1925.

Before going into the details of the alteration proposed in Forms by the Jail Department it may be noted that in the Manufacturing Department of the Jail the Store Keeper not only does the duties of a Store Keeper, but also supervises the Industries, prepares indents for raw materials, supplies materia for preparation of articles from stores, prepares estimates and fixes the price of materials manufactured. In fact he has a hand at every stage from t preparation of the indent for raw materials to the sale of finished article though the Jailor and Depu Jailor are required to look after the Industries an are granted special allowances for the purpose. The latter officers seem to supervise only the work during the process of manufacture and do nothing further as regards estimating, indenting etc. When estimates and indents etc are prepared by the Store Keeper they are initialled by the Superintendent an sometimes

NOTE—Contn. Sheet

sometimes by the Jailor also. There is in consequence no independent check over the transactions. Serial No.

61 I note below my remarks on the changes proposed by the Department:-

(1) Form No.58. Register of orders for execution in the Manufacturing Department.

6 ✓ The Superintendent proposes that the two columns "date of completion of order" and "date when passed into stores" may be omitted and a column "date of commencement of the order" may be substituted. This will, it is stated, facilitate finding out from the Order Book when orders were actually put into execution and tracing readily the particular indent with which orders were placed for supply of raw materials.

6 ? Column (2)"Date when passed into stores" is necessary to note the date of taking ~~int~~ to stores and to prevent any possible delay in the delivery to the stores or in the taking of the articles by the Store Keeper. A new column "date of commencement of work" may be introduced and the other columns suitably rearranged as indicated in pencil. The number of indent may conveniently be noted in the column "Nature of Order."

64 (2) Form No.48. Stock Book of Raw Material. Columns 5, 6 and 7. The Superintendent observes that columns 5, 6 and 7 viz., rate, value and date of payment may be omitted "as all articles

are

Serial No.

are purchased from approved contractors and paid f
on bills presented by them once a month and inform
tion to be inserted under these columns is availab
in other registers."

65 These three columns are not being used now. As the stock is received it is entered in the stoc book without these columns being filled up. It is said that as the materials are received piecemeal and not altogether in one single supply it is difficult to work out for each such supply the value and that the contractor presents one bill for the entire supply of a month. Rule 842 of the Mysore Jail Manual, however, runs as follows:-

66 "Before payment is made for materials, the Superintendent shall satisfy himself that it has been brought to account in the stock book and that the price charged corresponds with the rate entere therein. If the rule is to be strictly followed as it ought to be the columns should be retained and the filling up of those columns insisted upon. Though it may not be possible to fill up these columns at the time of each supply, it could easil be done at the time of each payment. It will be an effective check over omissions in the stock book.

(3) Form 50. No remarks ~~and~~ as no change is propose

(4) Form 51. Day Book of credit sales. The Superintendent proposes that the group column providing ~~such~~ sub- columns for the various industries, such as Weaving, Dyeing, etc may be omitted and only

Serial No.

only two columns "Amount and Remarks" may be substituted." The sub columns are intended to work out sales under each industry for statistical purposes though it does not serve any audit purpose.

67 It is for the Administration Department to decide whether these columns should be retained.

(5) Form 52. Day Book of Realisations:- The remarks in the case of Form No.51 hold good here also.

(6) Form No.56:- Register of monies remitted to the treasury. The Superintendent proposes that for Form No.56 Mysore Jail Manual Financial Form No.77 now in use which is Form 1 of the Mysore Account Code, Volume I, may be substituted. This form is common to all departments and may be adopted. As a matter of fact this is the form that is being actually used in the Jail Department. The details for credit should however be furnished in the chalan sent to the treasury along with the remittance.

(7) Form No.53:- Register of Inter and ~~Intra~~ Intra Departmental Supplies. Between columns 3 and 4 now existing the insertion of two other columns viz., "Articles supplied or service rendered" and "Reference to page in stock book on Trifoil indent" is proposed with a view to avoid keeping of a duplicate copy of invoice and making the book into a combined invoice and bill

Serial No.

and bill book.

(8) Form No.57:- Trifoil of Indents:- The change proposed is that the form may be printed as per form given in Mysore Jail Manual ~~M~~ omitting only column "Value" in Counterfoil, as the industry work-instructo is not aware of the value of articles he requires. This may be done. The procedure followed now is that the Store Keeper writes out both the foils of the indent on the work-instructor's personal requisition and then as he receives Manufactured Articles he makes entries thereof in the last foil and keeps both the foils with himself. This is opposed to rules The work-instructor has to fill up the indent form which ought to be passed for issue by the Jailor and the Store Keeper after complying with the indent should retain one of the forms and return the other to the work-instructor for his record and after receipt of articles he has to make up the memo of receipts and give it to the Work-Instructor as acknowledgment for articles received. But as this procedure is not being followed all these are written up and kept by the Store Keeper himself. Hence it is stated that the perforation in respect of the second and third foils is unnecessary.

6 8 If the rules prescribed in the Jail Manual are to be strictly followed, as they should be, the form to be supplied requires no change.

Satyanarayana Chetty
Comptroller.

MSR

913
24

NOTE—Contn. Sheet

28/24/6

15 M

G.R.S. III-21

File No. 3.4.62 of 19 .

General and Revenue Secretariat

Serial No.

Chief personal duties
Secy 30/6/25 SLB 1/7

70 The Secretary may be asked to give his opinion on the remarks of the Comptroller.

71 Send a copy of the Comptroller's remarks to the Secretary.

SLB 25/8

72 Draft head
Secy 6/8/25
Secy 26/8

73 Issue
SLB 7/9

To

The I. G. of Prisons
Note 137/9 dt 3.9.25

Ed for his remarks
copy of the opinion expressed by the Comptroller

4

Please bring up
with the forms
SLB 7/9

ıd Revenue
tariat.

Rev' File No. 17

Serial No.

Letter no: 1178/Dy-24 of 24.9.25 — from the Dy. Collectors forwarding the forms with the opinion of the Supdt Rly. Said which he considers as correct & may be adopted.

-4 vide for final orders. Now a point for consideration here the opinion of the Supdt Rly. Said alone can be accepted as correct. Here is the Supdt, Rly. Said & about the work upon which who do not seem to have been consulted; nor has the Dy. Collr his own opinion on the matter of the several suggestions of the Committee.

The Dy accepts the Supdt views as correct.

75) If the Supdt's opinion is considered sufficient, these forms may perhaps be sent to the Dy Collr where E.A. Cr is attached for remarks & information & [illegible] Please bring up. Where the Committee & the Supdt have differed, this necessary forms to find out, which course is the better one to be adopted.

COMPTR. FFI. 20 NOV 1925 BANG.

1427

Serial No.

77

Forwarded with compliments by the Comptroller - unofficially for favour of his opinion of the remarks of the Superintendent Bangalore Central Jail contained in the D.O. letter dated 22-11-25.

B.P.

C. Monckton

L. Lindsay

16/11/25

U.O.No.372 LAD dated 1st December 1924.

169

Form 48:- The Superintendent, Bangalore Central Jail, has remarked that rates and values can be noted only in respect of payments made to contractors on bills once a month and not of supplies made piecemeal, that it would be easier to value the whole quantity than small quantities as they are supplied and that therefore the retention of columns (5), (6) and (7) are unnecessary.

I have already stated in my note that though it may not be possible to fill up these columns at the time of each supply it could easily be done at the time of each payment.

The columns are intended to prevent the omission of details required at the time of payment, e.g. the contractor's bills being furnished.

Forms 51 and 52:- The Superintendent while admitting that the details for the various industries are necessary

necessary for administrative purposes states, that they could be obtained from column 3 of the form. I need hardly point out what an amount of labour would be involved at the time of compiling the administration reports in classifying under the various industries, the items entered in column (3). If the items are classified at the inception, the work would be merely one of addition.

Form 57:- The form in Mysore Jail Manual which the Superintendent now agrees to adopt may be introduced and the procedure indicated in my note and as provided in the form itself followed.

The other points require no remarks.

T. Varadachar
Comptroller.

SR

In matters connected with accounts, the Registers to be maintained in that Connection and the Columns in each Register, the Comptroller's opinion should be taken as final. The difference between the Dy & Principal & the Comptroller is only with regard to a few entries in three forms only & the Comptroller has given reasons as to why they should be retained. The Comptroller's Opinion & suggestions may be accepted. If approved, a draft will be put up according

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1 of

[App. F. III—2

General and Revenue Secretariat | Pers File No. 17 of 192 4

Serial No

Draft Letter ... Fair Clean Copy may be ... Subsp ... Cag 23/12

23/12

89

C.C. — copy put up? ... may be approved ... 28.12 ... After the forms are revised ... sent up, a formal G.O may issue. ... Cag 28/12

S.814 26.12

Sec'y ... Approved 28/12/25 ... 26/12 Cag 26/12

28/12 ... (c) Done Cag 28/12

6 To The D. G. of Posts No. P. 3308 dy 4-1-26 ... re-no note of Comptroller on the subject requests him to send revised forms for approval of Govt.

6/1

7. From The Same offr No. 389 dy 17.2.26 — ~~Forwards Set of stam~~ Forwards for standardisation a Set of forms of this deptt duly revised in Consonance with Comptroller's opinion.

(c) The question Supply of stationery has probably the modification of the Some of essential features of the System of Standardisation of the questi

inward in the Box)

NOTE—Contn. Sheet

Serial No

is under Consideration in the Pris. Section.

2. Subd for orders.

25.2.26 — There is no harm in standardising in this case. Please examine critically & return

Draft standardising the forms is Subd. All the suggested alterations made by the Comptrollers have been incorporated

17.4.26

19

3. A draft calling for the distribution promised in the last para of the p.n.d is Subd

2.6.26

2626

Issued vide 10032

Subd with another reminder.

3/1/26-i

1/6/26

Revenue riat

Dis File No. 17 5071

Serial No

is under Consideration in the Investi Section

Subd for orders.

25.2.26 There is no harm in Standardising in this case Please examine critically & submit Recd 26/2

Draft Standardising the forms is Subd. All the alterations suggested by the Comptrollers have been incorporated

17.4.26

19

A draft calling for the distribution promised in the last para of the p.n. is Subd

2.6.26

Issue AMK 26/6/26

Issued 100/- 07 3/

Subd with another reminder.

26/8/26. Issue

20 VD 01264—GPB—40,000—17-1

and Revenue
retariat

Jails File No. 17

of 192 26

Serial No.	
8.	From The I. G. of Prisons. No 1412/89-26, dt 30th Aug. Submits a statement showing the bution of forms to the diffe jails & lock-ups in the State. — 100) Said:— The necessary corrections alterations etc. are not made in sample forms as per revised lists (Vide 117 Supra). It has been f next to impossible to have them done. The Department concerned knows a these details better, and hence, they may, perhaps, be sent back to the I. G. Prisons, for making the nec alterations in the sample forms and send them back. 101) Draft-forwarding is put for approval. A Bose 19.11.26 102 Perused 27/11 To the Dy I. Pris. No 5203 dt 29. with reference to 1.8, returns the forms for necessary alterations corrections being made & Return From the I. G. of Prisons No 1866/89-26 dt 7.12.1926 Retransmits 15 sample forms with necessary corrections & alterations
9.	
10	

Secd
4.12.26
Secd

WD 91264—GPB—40,000—17-12-
App. F. III—2]

| Revenue
riat

Pr's & File No. 17 of 192 6

Serial No.

etc duly made in the respective forms as per revised list.

103 Subd:—

~~As ordered by the Board~~

~~Secretary~~.

104) The file may, now, be referred to the Inspector of Office System for favour of remarks as to the necessity & the number of forms required for the use of the Prison Department and also as to the number of each form to be printed and supplied to the Deptt. by the Superintendent Printing. Sample forms are also put up herewith.

A Ponnusamy
24.12.26

C.W. Please suggest whether the samples of forms may be printed.
27/12

105) If approved, the Inspector of Office Systems may be Consulted.

Recd
24/1

Guntur

106) Please separate the provision which any change is proposed and note if change may be made. Also new forms. The file may then be referred to the Inspector of Office Systems.

MS
6/1

4437

p. F. III—2]

General and Revenue Secretariat. Pro. File No. 17 of 1924

Serial No.	
10	It is noted the matter of which proposed are indicated in the forms appearing in the Mysore Jail Manual Vol II and the Lock up Rules sent to the D.G.P.S. Subd.
29/6	Issue. But why this suspicious delay? Where was the file all this while? Please explain.
30/6	
11	See D.G. & Prisons No G 292 dt 11.7.1924 Requests him that in the case of forms in which changes are proposed they may be indicated in red ink in the forms appeared in the Jail Manual and Lock up manual & the same forwarded to this office From the D.G of Prisons in Mysore WC 71-7.D 18.8.24 Work up to the above state that in the forms in which changes are proposed have been indicated in red ink with explanatory particulars duly shown in a statement enclosed.

Sus A MSR 13/7

Reminder 1.8.1924

App. F. III—2]

General and Revenue Secretariat. | File No. 1380 of 192 .

Serial No.

109 Sir, The Inspector General of Prisons has indicated in the statement the reasons for the several changes in the forms proposed by him. The Inspection Office system thereby presently adopted the Register and forms of the Office of the I.G. of Prisons through the Madras Govt. who may now be sent for remarks vide para 105 supra

5/-

25/8 — The Office Inspection Office System can be considered.

Gen. Secy)

Inspection Office System with Corrs.

49/6/9.

Vide note placed in Secy. note sub. 4/6/9 (please see note attached).

P.C. Webster 2/8

NOTE—Contn. sheet.

The changes in the existing forms indicated in the statement attached to th Inspector-General of Prisons' letter No.C 71-7 dated 18th August 1927, seem to be necessary and may be approved. There is however, one point to be considered in connection with the Superintendent's Dia Form No. 2. The Col: provided for noting the remarks of the Inspector-General of Prisons has no doubt to be omitted as the Government have ordered that the Diaries need not be submitted to ~~the former~~ them. But there is no reason why the details of - information under some specified heads provided for in the existing form ~~are also proposed to~~ be omitted in the revised for It seems necessary that the revised form should also provide for furnishing the essential information required to be note in the existing form.

As regards the total number of form required for the use of the Department, the statemen appended to the Inspector-General of Pris letter No. 141c dated 31st August 1926 is based upon the requirements of the severa Jails and Lock-ups. The number shown in that statement may be adopted.

24/9/27

29/9/27

General and Revenue Secretariat. Part | File No. 17 of 1924.

Serial No.

Subject for orders whether the D.G.P may be addressed on the points raised by the Inspector of Office Systems in para 1 of his note.

9/11

9/11

Draft Sub

11/11

Issue sd 11/11

13 To Gen D.G. & Prison No 95252 dt 1.11.27 Forwarding an extract of the notes of the Inspector of Office Systems on the subject and calls for his further views in the matter

13 From the Same No C.71-11 dt 1.12.27 with reference to the above forwards a statement showing the items of information usually being noted in the Supdts Diary and of which Nos Nos of the Diary may be rebound and the rest combined so that they are noted in the Convict Jail Registers and their numbers in the Diary Office & given Words be substituted.

NOTE—Contn. sheet.

WD 0324—GPE—60,000—21-5-27

eneral and Revenue Secretariat. File No. 17 of 192 4

Serial No.

Subd. The file may now be sent to Inspector of Office Systems for favour of further remarks.

RS 5/12

Reg 5/12

Gen. Secy

Submitted for favour of remarks.

Reg 6/12

Inspector of Office Systems

The Hy. Ds opinion may the circumstances be accepted

4 (7.12.24)

Draft. Reg 9/12

Subd. The list of forms that has to accom the Draft Go. in the matter is not up to one containing the additions and omissions have resulted from further Correspondence in the matter. Draft calling for a revised list is Subd.

RS MSK 7/1

In person MS 9/1

General and Revenue Secretariat. Pris — File No. 17 of 192 4.

Serial No.

Subd. went through the file once again as directed by the Asst Secy. The first list in accordance with the annexure of the of Govt G. 12235-92-E.A.7.23.3 dated 29.2.24 was raised in August 24. Again in February 26 the Inspector General of Prisons has sent a revised list and stated that the total number of forms required by Department has been furnished in Aug 24 (R) and that the number of forms required for each district will be intimated later. The Inspector of office systems recommended that the total number of forms required for the use of the Dept may be taken from the statement appended to the letter of G. Prisons (No 1412 dated 27.8.26).

So it would be better and safe to call for a final revised list for the approval of Govt & Standing orders.

Yes. Please draft

21/1

25/1

Draft already in the file for order

26/1.

26/1

General and Revenue Secretariat. Prem. File No. 17 of 1927

Serial No. 15

The Inspector General of Prisons Nagpur
C 8726 dt 2.2.28
asks to send a revised list in the light of the additions & omissions that have been suggested for his final approval & Govt.

Sd/ 24/3/28

From the D.G of Prisons Nagpur
No C.71-21 dt 9.6.28
forwards a revised list duly prepared after the light of the additions and omissions that have been suggested and duly examined & checked.

Submd. The desired examination of the revised list sent from the Inspector of Prisons it is seen that the revised list has not at all been properly prepared and does not contain any information about the forms of the D.G's office and that of the Lockups. What has been prepared by the Supdt Dist Jail has been simply forwarded without scrutiny in the D.G's office and without including information about the forms of the D.G's office and that of the Lockups. It is the revised list of forms sanctioned in 1925 and the Distribution list of forms

1034!

General and Revenue Secretariat. Prisons File No. 17 of 192 9.

[Serial]

Rlgs. J and I. that Lane w-r
ai corporating the latest Jaildeta
manuals. Sft to the D.G.P.

Issue
Wee
30

17 Do Jail D.G. & Prisons
No 976 Be
States that.

list has not been properly prepared: a
request that the revised list of forms
and the distribution list submitted
1925 and 1926 may be revised and resub

18. From the D.G. of Prisons in Mysore
Bangalore
No. J1-233 17.8.28
Forwards list of forms and registers
revised in the light of the suggestion
referred to.

Subd. under Govt No 1720-39 Prisons 57
dated 8.8.28 the word 'Mysore' was o
to be substituted for the words 'Madras'
occurring in the several Rules of the Jail
manual. This necessitated some corrections
Lockup Not (Inspection Regr of the Jail,
This has not been done by the D.G.P. and
the same has been done here.

The Revised list showing the Requirement

K
Lockup Manual
(Printing)

P.

NOTE—Contn. Sheet.

WD 01714—GPB—30,000—18-4-28

1617

Ap

File No. of 192 .

This and Registers may perhaps be sent to the Inspector of Offices Systems for stating whether [illegible] revised list containing the Basic of Requirements can be finally adopted.

Pro orders

[illegible]
8/9

for Secretary Prisons

Insp
10/9

Inspecting Prison Systems

N Kennedy
4
10/9

Asst. Secy
Pris
10/9

Draft G.O. on the lines of the G.O. issued in connection with the Standardisation of forms of the Meteorological and Registration Depts is submitted

[illegible]
15/9

This is a list of the Standardised forms of the Prisons Dept. The list has been scrutinized and recent changes have been incorporated.

The draft G.O. is

Serial No.		
		Submitted for approval.
		Sec 15/9
		Third member — Thro The Inspector Khiva System
		Ku 21.9.28
		RG 22/9 Essey
19	Do	Ser S.Q.M Prisons Ser Supdt Govt Pr Ser Supdt Stationy Ser Dcs. & Bks. Ser Inspector & No 4 hole-21 Approved & ser [illegible] for use in the Prisons. Supdt instructions regarding their and Suffrs.
20		Transfer Supdt of Govt Press Bag F No 46 D.9.1020 States that only one lock and key exists to each Executive.

General and Revenue
Secretariat.

erial
No.

Draft Endt d
1/10

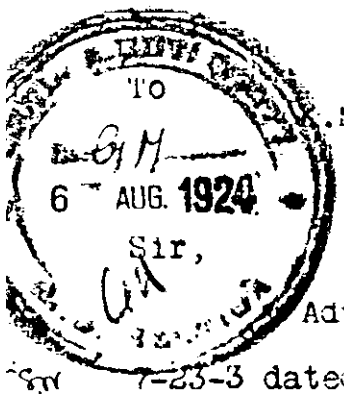
The superintendent Stationery
No 94904 dt. 18.10.28
States that the original list
was sent to the Press for etention
and that no other spare copies is
available and requests to transfer
the said list to the Press Section for
early etention.

No. 1059 Office of the I.G. of Prisons
89-24 in Mysore,
Dated, Bangalore 3 July 1924.

572

From

8137 Dr.H.B. Mylvaganam, F.R.C.S., (Eng).,
Inspector-General of Prisons
in Mysore, Bangalore.

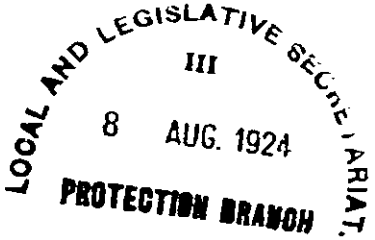


To

K.Matthan, Esqr., B.A.,
Chief Secy. to the Govt. of H.H. the
Maharaja of Mysore, Bangalore.

Sir,

Adverting to Government Order No.G.12235-92/E.A 7-23-3 dated the 29th February 1924, I have the honour to forward herewith a list showing the names of forms etc., together with samples in connection with the standardisation of forms and registers of the Prisons Department.



I have the honour to be,

Sir,

Your most obedient servant,

H.B. Mylvaganam

Inspector-General of Prisons.

[To be used only for notes, requisitions, etc., not intended for permanent record]

N.B.—Should routine notes be written on small slips, the notes must be pasted on this form.

W D 1850—GPH—1,50,000—3-21

S. VI- G-32].

SUBJECT .....

y No. of letter replied to

General and Revenue Secretariat

( )

, the 192

e of issue 4/11/47

ned by

No.

Dear Sir,

In reference to your letter No. 1059/89-248 dated 8

forwarding a list of for

in connection with the

Maintenance Allowance, Leave

to State Government

1) Financial Commercial

this forms common

Deptt need not be

in the last

line of 6675 & 1865

2) Why Mr Gupta's diary is

being sent to the

why it is considered

the existing forms - may

Natural

3) Why the fingers prints are

Tahsil & Police

The proposed revised form no: 13
not forwarded. This may be done
as:

The reasons for this change has been
the existing forms no: 5 & 7 7
are not satisfactorily framed
claims. Details may be given.

The period in cl: 4 of Annexure III
fo. no: 9. 1235-92/Est. 7-23-3
29.2.1276, refers to the time
when these forms are required
to be supplied by the claimants, dept
either monthly, quarterly, half yearly
annually and not in
case of the preservation of these
and connected with concerning them.

The annexure may kindly be
read in the light of the above
& revised list
and the info
required
may be treated as urgent.

Dy. Secy (Estt)

Secy (Estt-I)

Addl. Secy

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

Dated Bangalore, ... 192..

No.

From

B. NAGAPPA, Esq., Bar-at-Law.,
Secretary to the Government of His Highness the Maharaja of Mysore,
Local and Legislative Departments.

To

Md.Usman Esq., M.A.,

Inspector General of Prisons.

Sir,

With reference to your letter No.1059/89-24 dated 3-8-1924 forwarding a list of forms in connection with the standardisation I am directed to state as follows:-

Inspector General of Prison's Office:- 1. General financial and other forms common to all departments need not be shown in the list, e.g. 6 to 15 and 18 to 36 and 43.

Jails No.2:- 2. Why the Superintendent's diary is not being submitted to the Inspector General and why it is considered necessary to change the existing form may be stated.

Jails No.7:- 3. Why the finger prints are not taken in jails by the Police may be explained.

4. The proposed revised form No.13 in the existing forms Nos. 58 and 77 are not satisfactorily explained. Details may be given.

The period in column 4 of Annexure III of G.O.No.G.12235-92/ E.A.7-23-3 dated 29-2-24 refers to the time when these forms are required to be supplied by the Stationery Department, viz, either monthly, quarterly, half yearly or annually and not in respect of the preservation of the records concerning them.

The annexure may kindly be revised in the light of the above and a fresh list submitted with the information required. This may be treated as urgent.

I have the honor to be,

Sir,

Your most obedient servant,

For Secretary to Government,

Local and Legislative Departments.

33847

Exec. Three.

191/19-24

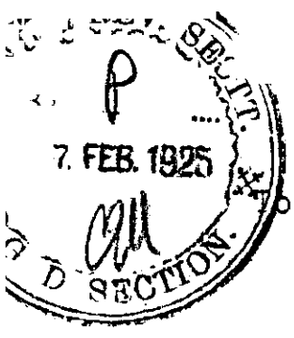
10. FEB. 1925 LOCAL AND EDUCATION BRANCH SECRETARIAT

1/38

Office of the Inspector-General of Prisons
in Mysore,

Dated Bangalore, 6th February 1925.

From



Dr. B. Mahomed Usmon, L.M.S.,
Inspector-General of Prisons
in Mysore, Bangalore.

To

B. Nagappa, Esqr., Bar-at-law.,
Secretary to the Government of His Highness
the Maharaja of Mysore, Local & Leg
Departments, Bangalore.

Sir,

With reference to your letter No. P.2505/Pris 17-24- dated 11th November 1924 and in continuation of this Office letter No. 161/89-24 dated the 31st ultimo, re: the submission of the statement showing the standardisation of forms of the Department, I have the honour to state that as per instructions issued in the letter quoted above, all the General and Financial forms have been omitted from under the head " Inspector-General of Prisons Office " in the revised list enclosed herein.

2. As regards the non-submission of Superintendent's diary to the Inspector-General of Prisons, I have to state that the same was discontinued under the authority of D.O. No. G.4881/ Pris dated 31st August 1920, received from Mr. P. Mahadevaiah, th then Assistant Secretary to Government. The blank half margin of each page reserved for remarks of the Inspector-General of Prison is therefore unnecessary and hence the proposed change.

3. As regards the non-taking of finger prints in Jail by the Police, I have to state that finger prints are taken by th Police, soon after an accused person is arrested and while he is still in their custody. After conviction and admission into Jail they are only taken in Jail , when there is omission on their part or where the impressions are bad. As such recording the date of

impression

impression taken by the Police will serve no p
whatever so far as the Jail authorities are cc

4. The proposed revised form No. 13 is sent he

5. As regards the full details of form No. 58 of Jails i.e., the register of orders for execution, I have to state that the existing two columns " date of completion of order" and "date when passed into stores" are unnecessary, because, in the Jails the workshops are in the same premises, as the stores, and the date on which the order is completed and - finished in the workshop is the date on which the article is delivered at the Stores. Hence the latter column is propc to be omitted and a new useful column " date of commencement of the order" is proposed to be inserted next to the former t enable the authorities to make out what time has been taken o an article.

Form No. 77:- The change proposed is that the footnot in statement No. IV may be expunged, because, the instruction therein given, are not observed in practice, as the required information is available in Columns 8 to 14 of statement No. the Annual Returns.

6. The list received with your letter No.P.2505 under advertance is also sent herewith.

I have the honour to be

Sir,

Your most obedient serva

Inspector-General of Pri

SUBJECT .....

Diary No. of letter replied to .....

General and Revenue Secretariat
( )
, the , 192

Date of issue 3/9/25

Signed by .....

Section Pers
File No. 17-24
Serial No. 4

No. 1379 Secy

To The Secretary

Sir, With reference to correspondence ending with your letter No. 191/89- [illegible]
[illegible] Government of Sind's letter of the 6th Pers. Dept., I am to forward herewith the opinion of the Executive Committee on the alterations & additions and to request you to give your views thereon for consideration of Govt.

The forms & the statement herewith returned for reference & return.

I have

41 1627/P 8

8 Encl. 89-24 (4 sample forms are sent herewith)

OFFICE OF THE INSPTR.-GEN. OF PRISONS IN MYSORE,

Dated Bangalore 22/24th Sept 1924.

ROM

Dr. B. Mahomed Usman L.M.S., fin 17-24-5

Inspector-General of Prisons

in Mysore, Bangalore.

B. Nagappa, Esqr., Bar-at-law.,

Secy. to Govt: L.& L. Depts., Bangalore.

R.

With reference to the co respondence ending with your etter No.P.1379/Pris 17-24 dated the 3rd instant, re: the - tandardisation of the forms of the Prisons Department, I have th onour to forward herewith a copy of letter No.1342/F. 23 dated t 5th idem, received from the Superintendent of the Bangalore Cent ail on the subject. I am to state that the views of the Superir n connection with the proposed alterations and additions in the re cor ect and may be adopted.

The forms and the statement referred to in para 2 of your nder reply are herewith returned, as desir d.

I have the honour to be,

Sir,

Your most obedient servant,

M Mahomed

Inspector-General of Prisons.

Letter No. 1342/F. 23. dated 13-9-1925 from the Superintend Bangalore Central Jail, to the Inspector-General of Prisons in Mysore, Bangalore.

-@-@-@-@-

With reference to your No.1112/89-24 dated the 3rd instant, calling for my views on the Comptroller's opinion in the matter of standardisation of forms, I have the honour to bring to your kind notice that the Comptroller's introductory remarks on stor Keeper's duties appears to me to be not in issue and opposed to prevalent practice. It is not in issue as this reference deals of standardisation/forms and the practice is for work maistries to estimates of the probable quantity of raw materials required fo making any articles and for the store-keeper to issue them. The progress and quality of the work are supervised by the Chief Ja and Deputy Jailor and of and on by the Superintendent in their c visits to each work-shop till completion when they are delivered over to the Store-Keeper who makes entries in the Stock book ar notes their disposal in the appropriate columns of the stock boo and in the day books of sales. Thus the Store-Keeper does purely clerical work and the said officers independently check the work

I note below my views on the remarks made by the Comptroller in regard to changes in the forms proposed by me.

(1) Form No. 58. Register of orders for execution in the Manu facturing Department. I agree to the Comptroller's suggestion.

(2) Form No.48. Stock book of raw materials. I had proposed t omission of columns 5, 6, & 7 i.e., "rate","value" and "date of payment" in this register. Valuation into pies and annas of each supply made in very small quantities would serve no purpose excep increasing clerical work, as when payments are made once a month calculations on the whole supply are made on tender rates. This suggestion is objected to on the ground that Rule 842 M.J.M. (it ought to be 841) requires that before payment is made for raw mat the Superintendent shall satisfy himself that it has been brought into account in the stock book/and that the price charged corresponds with the rate entered therein". I may submit that rule 841 applie

;o cases where payments are made to contractors on bills
)nce a month and not to the valuation of supplies made pi
'or instance cocoanut oil, lamp oil, corn flour, chinese
)hooy sand, fuller's earth are supplied in very small qua
;o various industries and if according to 15 vouchers 10
)ocoanut oil are supplied at various times no$ useful pur
)e served by noting the value of 4 ozs., 8 ozs., etc., of
as they are supplied, because, it is easier to value
quantity than small quantities.

/ (3) Form No. 50. No remarks as no change was proposed.

(4) and (5). Form No. 51 and 52. Even the administration departme
does not require this column because all details for this
purpose can be gathered from particulars entered in Col: 3.

(6) Form No.56. Register of monies remitted to the Treasury.

✓ The Comptroller agrees to my suggestion for using foil form No.77 M.A.C. Vol. I. instead of Form 56.

Details for credit are entered in the chellan and remittance book also.

(7) Form No. 53. Register of inter and intra Department supplies.

✓ The additional columns proposed by me in this Register are not objected to.

(8) Form 57. I should think that the forms should be in conformit with the form No. 57 noted on page 120 of the Jail Manual. The Counterfoil is not written by the maistries as they are illiterate but on account of this accident, which is temporary why should the form and M.J.M. form differ ?

The enclosures are returned.

-o-o-o-o-o-o-

" C O P Y "

S. Srinivasa

For Inspector-General of Prisons.

1.

Section Pris

File No. 17-24

Seria No. 6

No. P. 3308/Encl. 4

To The D.G. of Prisons

Sir,

With reference to correspo
ending with your letter No: 1178,
dated 24.9.25 of the Standardisa
of the forms of the Prisons Code,
am directed to forward herew
for your information a copy o
further G.O. note of the Compt
on the subject and to state th
in matters connected with acco
the registers and forms to be
maintained and the columns
therein to, the Comptroller's Opi
may
should be taken as final
for future guidance.

over

General and Revenue Secretariat

( )

the 192

Date of issue 4-1-26

Signed by Mr. [illegible]

10c

List of enclosures

Copied by

Examined by

WD 0562—GPB—31,000—17-8-25

I am to request you therefore that the forms may be revised in consonance with the Comptroller's opinion, and transmitted for final approval of Govt. together with a statement (as in the margin)* of distribution of these forms to the several Jails and District Magistrates.

The enclosures referred to in the correspondence are herein returned for necessary action and retransmission.

I have &c.

A. Ashley
23/1

Secy
1/2/25

*Statement of distribution of the forms of the Prisons Deptt.

No.	Name and description of the forms	No. for Dt. Jail	No. for Mysore Dt.	Nos. for D.M. Kolar	Do. for Tumkur	Do. for Hassan	Do. Shimoga	Do. for Kadur

35070

Encl. one bundle of Forms.

No. 389/89-24 Office of the Inspector-General of Prisons
in Mysore, Bangalore,
Dated 17th February 1926.

Pris. 17-24

From

Dr. B. Mahomed Usmon, L.M.S.,
Inspector-General of Prisons
in Mysore, Bangalore.

To

B. Nagappa, Esqr., Bar-at-law.,
Secretary to the Government of H.H. the
Maharaja of Mysore, Local and Legi:
Departments, Bangalore.

Sir,

With reference to your letter No. P.3308/Pris 17-24-6 dated 4th January 1926 regarding the standardisation of the forms of the Prisons Department, I have the honour to return herewith, the said forms, duly revised, in consonance with the comptroller's opinion and to state that the total number of forms required for the Department including the Jails, all the Lock-ups and this Office, has been furnished to Government with this Office No.1059/89-24 dated 2-8-1924. The number of forms required to each District separately will be communicated to Government on receipt of information from the respective Districts.

I have the honour to be,
Sir,
Your most obedient servant,

Inspector-General of Prisons.

Section

File No.

Serial No.

No. G/10032

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *192*

To The I.G. of Prisons.

Date of issue 3/6/26

Signed by Mr. J.S.M.

Sir,

With reference to ~~your~~
your letter No 389/89-24
regarding the standardisation
of the Prisons-diet, I am
to request that the figures
promised in your letter
of the 31st showing the distri
the forms of the different pri
in the state may kindly

I have

For S

List of enclosures.....

Copied by H.S. Ruwaid.

2/6

Examined by .....

over

51469 48 Ku Go 99

6
-24

Office of the Inspector-General of Prisons
in Mysore,
Dated Bangalore, 4th June 1926.

Dr. B. Mahomed Usmon, L.M.S.,
Inspector-General of Prisons
in Mysore, Bangalore.

R.Ranga Rao, Esqr., B.A., B.L.,
Secretary to the Government of H.H. the
Maharaja of Mysore, Medl: & Agl: Dept
Bangalore.

Sir,

With reference to your letter No. G.10032/Pris 17-3 dated 3rd June 1926 requesting me to expedite the despatch of information required regarding the Standardisation of Forms of Prisons Department, I have the honour to state that necess information from the District Magistrate of Chikmagalur, h yet been received in spite of repeated reminders on the su I have therefore wired to him this day to immediately furn information; and on receipt of the same, the submission of statement will be expedited.

I have the honour to be
Sir,
Your most obedient serv

Inspector-General of Pr

Subd for perusal
avl. 8/6/26
8626

Jm ~~175~~ 1834

No. 1412 / 09-24 Confdl. Office of the Inspector-General of Prisons
in Mysore,
Dated Bangalore, 31st August 1926.

Prol
~~Jm~~ 17-24-8

From

Dr. B. Mahomed Usmon, L.M.S.,
Inspector-General of Prisons
in Mysore, Bangalore.

R.Ranga Rao, Esqr., B.A., B.L.,
Secy: to Govt: Medl: & Agl: Departments,
Bangalore.

Sir,

With reference to your letter No. G. 10032/Pris 17-24 dated 30th June 1926 in connection with the submission of Standardisation of Forms of the Prisons Department, I have the honour to submit herewith a statement showing the distribution of the forms to the different Jails and Lock-ups in the State.

I have the honour to be,
Sir,
Your most obedient servant,

B Mahomed

[VI. GL.]

JECT.....

.....

.....

Section Pris

File No. 17-24

Serial No. 9

No. G5203/4/3 Bhushan

To The I.G. of Prisons.

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 192

Date of issue 29.11.26

Signed by Mr. M.S

Sir,

With reference to Cor
respondence ending with your
letter no 1412/89-24, dt 31st
August 1926 re the standardis
tion of the forms of the Pris
Department, I am directed
forward herewith the sample for
sent from your office and t
request you to be so good as t
all have all the necessary
corrections, alterations, etc.
made in the respective forms
as per revised list and sen
them back arranged to th

over

List of enclosures 3 bundles ~~of~~ ~~containing about 27 sample forms~~ forms

Copied by.....

Examined by.....

WD 01265—GPB—31,000—24-12-25

office at an early date

I have etc

Yours

for Secretary to Govt

35423

R 4437 52

From

The Inspector-General of Prisons

in Mysore, Bangalore.

To

The General Secretary to the Govt. of

H. H. the Maharaja of Mysore,

Bangalore.

Dated 7th ~~November~~ Dec: 1926.

Pris 17-24-10

No. 1866/89-24 Enc. One Bundle

Sir,

With reference to your No.G. 5203 / Pris. 17-24-9 dated 20th November 1926, I have the honor to retransmit herewith the sample forms of the Prisons Department with necessary corrections and alterations etc. duly made in the respective forms as per revised list.

I have the honor to be,

Sir,

Your most obedient servant,

Inspector-General of Prisons.

Section Pris
File No. 17-24
Serial No. 11

Diary No. of letter replied to.....

No. G 292/Forms

To

The Inspector General of Prisons
Bangalore

General and Revenue Secretariat
( )
the *192*

Date of issue 11/7/27

Signed by M. M-S

Sir

With reference to the correspondence ending with your letter No 3854 dated 7.12.26 in the matter of the Standardisation of the forms of the Prisons Department I am directed to request you that in the Case of forms in which changes are proposed they may be indicated in red ink in the forms appearing in the Prisons Jail Manual Vol II (Appendix

List of enclosures.....

Copied by PKM 8/7

Examined by.....

over

WD 01265—GPB—31,000—24-12-25

the My Son Level up Manual
the same forwarded to the
at an early date together
a statement showing the
particulars asked on the
margin.

The forms need write
words underlined are
therewith for reference
& return.

(1) SH no after form
2. Particulars of the
change proposed
(3) Authority for
(5) Govt
(6). DSP
(c) New Page

Thanks

Yours &c
Dy --
29/6.

Exec. one file 65 Rm 1380

Pris 17-24-12

No. E.717/89-24 Office of the Inspector-General of Prisons
in Mysore,
Dated Bangalore, 18th August 1967.

From

The Inspector-General of Prisons
in Mysore, Bangalore.

To

The General Secretary to the Government of H.H.
the Maharaja of Mysore, Bangalore.

RR 18/8 Secy 19/8

With reference to your No.G. 89/Pris 17-24-11 dated 11th July 1967 re: the standardisation of forms and registers of the Prisons Department, I have the honour to state that in the forms in which changes are proposed, have been indicated in red-ink together with required particulars duly shown in a statemen herein enclosed.

All the forms received with your letter under reply are herewith retransmitted.

I have the honour to be,
Sir,
Your most obedient servant,

Inspector-General of Prison

ement of forms in which Changes have been proposed.

2	3			
Particulars of the Changes proposed	Authority for No: 2			
	a	B	C	Re
	Government	I. G. of Prisons	New suggestion	
Superintendent's Diary. Only two headings as a sample enclosed may be provided in this form. The Diary is not being submitted to the I.G. of Prisons.	✓?	Docket no 1351 B6-20 dated 3.9.20		Thro of i WOR attu hum inte to be ✓
Conviction Register. Col: 13 may be omitted as finger impressions taken by the police prior to conviction and not after conviction & admission into gaol. Col: 20 may be widened as the same is found necessary from experience.	✓		Yes	
General Abstract of Prisoners. The 4 columns for undertrials may be widened and each subdivided into two sub columns "Males & Females" being shown separately similarly the last but two columns may be subdivided into "Males & Females" sub columns. The information is required for statistical purposes.	✓		Yes	
Lock-up register. The existing form shows only the No: of lock-ups on each day in each barrack and a new form is suggested to obviate the necessity of having to maintain as now two of the subsidiary registers. One showing the No: locked up in each room of a barrack and the other showing the name of the Officer responsible for locking up.	✓		Yes	
Labour Register. Columns showing industries which are not carried on in gaol are omitted. Blank space is provided for new industries which may be started.	✓		Yes	
Remission Sheet & Conviction. A new Col: showing "Serial No: of the sentence for which the prisoner was punished since the quarter" has been opened and the column showing "Forfeiture on account of punishment" has been omitted.	G.O. No: 140-2 Pris 75-22-2 dated 10-7-23 ✓		✓	
A new col: showing "postage paid on prisoners' letters" has been added to facilities				

Gratuities earned by prisoners should be treated as "Savings" utilized towards postage on Letters	Qo.M.P. 4173-4 Pris 51-23-4 57 25-1-1924	No. 258 83-2 97-2-192		
Register of articles of uniform and Serge suits are omitted as the issue has been stopped & omission of special articles of uniform as prescribed in Chapter VIII H.J.M. has now been supplied.	Qo No Q 2227-8/Pris 72-25-6 926-8-26 & Rules 119 to 127 in J.M.	✓		
Ammunition Register. The word "Cartridges" may be inserted after "Rifle Clubs" in 3 Cols: of this form			yes	... had been o... in this form... printed in ... in J.H. by ... copies I sha... be inserted
The headings may be printed in Kanarese as the Gate keeper who has to maintain these registers is invariably one who does not know English			yes	
Office Cash Book Cols: may be provided to show receipts & Expenditure under each head of revenue & expenditure.	Qo No. P. 2570-2 Pris 73-23-2 Q 14-11-24			
Indent for Supply of Uniforms			New	The heading... have been ... Changed ... to Correspon... with Form ... Need not ... printed
Convicts History tickets. Separate headings may be used for long & medium & short term Convicts.	Qo P. 991-9-28 Pris. 57-22-28 Q 28-3-28	✓		... No chan... the heading... the form... been prop... Vide Ru... 309 & ...
Form of Conditional release may be printed in English & Kanarese			yes	
do — do — on medical grounds			yes	B-467
Register of Undertrial prisoners sent to Courts. Headings may be printed in Kannada so that the Chaukidars & Police Officers who are required to sign the register may know what they are signing for.		✓	yes	
Register of Contractors for the departmental supplies. Two fresh Cols: "Articles supplied & Rubies rendered" & "Reference to page in Stock book & or to indent" may be opened between Cols: 3 & 4		✓	yes	The Comp... has now ... to the pro... additional ... Cols:
Statement of amount realized in ~~Cost~~ each etc Col: 5 may be omitted as receipts & measures are not called for	Qo No 8575-6 Be. 33-16 & 27-4-27	✓		

Register of orders

A new Col. "date of commencement of work" to be opened and the No. of cut to be noted in the Col. "Nature of order" ✓ Yes — Approved by the Comptroller

Gate Pass — No. 5546 = 9/pm 23-23-7 22-2-4-24 ✓

may be relaxed as per sample method

Monthly Statistical returns

No note at the foot of Statement II may be cancelled so that the figures given in this statement for 12 months agree with the Consolidated Statement B, Haste for the year. ✓ — Never — Simple form not available here

Annual Returns

Statement No. XVI may be started as has been done in Case of British Indians for which information regarding mortality is available in detail set forth in No. XVII ✓ — New

Accountant
Superintendent
Central Jail Bombay

A, P. F. VI. G1]

SUBJECT.....

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14/11

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 17-11-1927

Signed by Dr. M. Seshadri

Section Pri

File No. 17-24

Serial No. 13

No. 9 5252 / Encls

To The Inspector General of Prisons Madras

Sir

I am directed to refer to the correspondence ending with your letter No. C-71-7 dated 18th Aug. 27 re the Standards and the forms and registers of the Prisons dept and to forward herewith an extract of the Rules of Inspection of Office Systems in the Judicial and to request the favour of your further views in the

over

Clean type part of the Rules & D. 2 Office Copies

List of enclosures.....

Copied by .....

Examined by .....

i enclosures of yr letter under
reg are sent herewith
- Returned and returns -

I have &c

for Col Reg

1

1/11

K.G.3 85.

Encl. one. & one bundle of forms sent Separately. Pris 17-21

No. C.71-11/89-24. Office of the Inspector-General of Prisons

in Mysore,

Dated Bangalore, 14 ~~November~~ December 1927.

From

The Inspector-General of Prisons

in Mysore, Bangalore.

To

The General Secretary to the Government

of H.H. the Maharaja of Mysore.

Sir,

With reference to your No. G. 5256/Pris 17-24. dated 17th November 1927 re: the Standardisation of the Forms and Registers of the Prisons Department, I have the honour to forward herewith a statement showing the items (information usually being noted in the Superintendent's D. Of which, items No. 8 & 9 may only be retained and the re omitted as they are noted in the concerning Jail Registers and their mention in the Diary over again would be redunc

I have the honour to be,

Sir,

Your most obedient servant,

M. Ramee

Inspector-General of Prisons.

avl.

Existing Headings	Registers where the informatic is noted now in addition to its being noted in the Superintender Diary.
1. Hours of arrival & departure..	Noted in the General attendance Register maintained for Upper & lower subordinates. I am signir this register just to enable me to check the attendance of all.
2. Prisoners admitted and discharged, inspected or not.	Noted in the Convict or Under-trial or Civil prisoners' 'Register with initials and date of inspection.
3. Prisoners from places where epidemic prevails. Quarantine arrangements.	Under existing rules in Lock-up Manual prisoners should not be sent from places where epidemic prevails. All newly admitted prisoners are subjected to 10 da quarantine (Vide Rule 228 M.J.M.
4. Sick in Hospital, cause of increase or decrease occurance as to health.	Noted in the Medical Officer's Journal.
5. Alteration of diet.	The M.O. alters diet and the Superintendent cannot do it.
6. Weighment results, unusual features once a week, detail of check weighments.	Noted in weighment Registers.
7. Daily inspection of rations and weighing	The Ration Registers are checke and initialled and the cooked ration is inspected every day and raw rations once a week or oftener if need be.
8. Name and details of prisoners of importance.	This heading may be retained in the diary.
9. Escape, suicide and discipline .	This heading may be retained.
10. Important occurrence re: manufactures once a week, general progress.	This is noted in the Order book and other Registers of the manufacturing Dept.
11. Once a week, Jail buildings, farm, wells, etc.	The Jail buildings are inspecte in detail by the Superintendent and the M.O. every week and the results are noted in the Inspec tion book which is circulated to all subordinates concerned.
12. Official & non-official visitors' visits.	Noted in Visitors' book prescribed under Sec.21 P. Act.
13. Serious misconduct of officials.	A special report will be made or in case of inferior servants the Warders' Default book will contain all details.
14. Inspection of warders and drill.	This is done weekly in the manner set forth against item No.1

15.	Remarks on office and returns	Will be made in the Jail Order book or on concerned Returns.
16.	Weekly verification of cash	Noted in the General Cash Book.

Superintendent,
B.C.Jail.

23/11/17

A. P. F. VI. G[illegible]

SUBJECT.....

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456

Diary No. of letter replied to.....

Section Prisons

File No. 17 · 24

Serial No. 15

No. G 8724/24/Forms.

General and Revenue Secretariat

( )

the *192*

Date of issue 2.2.28

Signed by M·M·S

To The Inspector General of Prisons in Mysore Bangalore

Sir,

Correspondence with reference to your lr no. C 71-11/89-24 dated 7-12-27 Re the Standardisation of the forms and Registers of the Prisons Dept, I am directed to return herewith the lists of forms received with your letter no 1059/89-24 dt 3-8-26 and 389/89-24 dt 17-2-26 and to request you to send a revised list containing additions and omissions that have been since suggested further Correspondence

over

(to be returned with the correspondence)

F

List of enclosures.....

Copied by .....

28/4

Examined by .....

in two matters for the final approval of Govt

All the forms are Returned herewith for reference and Returns and they may be numbered according to the Serial orders in the Revised List Called for.

(Rehaeneet and Sectm).

I have the

Hy Sec

9/11

Pris 17-24-

No C71-24/89-24 Office of the Inspector-General of Prisons
Enclosure file of papers and one list
in Mysore,
Dated Bangalore, 9th June 1928

From

The Inspector-General of Prisons
in Mysore, Bangalore.

GENERAL MIS... 12 JUNE 19

To

The General Secretary to the Government
of H.H. the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your No. G. 8724/Pris 17-24- dated 2nd February 1928, I have the honour to forward herewith, a revised list duly prepared in the light of the additions and omissions that have been since suggested and the Forms are serially numbered in red ink.

All the Forms are returned herewith.

I have the honour to be,

Sir,

Your most obedient servant,

Inspector-General of Prisons.

SUBJECT.....

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3516

Section Prisons

File No. 17-24

Serial No. 17

No. 5761/C/11th of Sept

Diary No. of letter replied to.....16341/1F

General and Revenue Secretariat

( )

the *192*

To The Inspector General of Prisons in Mysore Bangalore

Date of issue 3/7/28

Signed by Mr. M. S.

Sir,

With reference to the Correspondence ending with your letter No C71-21/89-2 dated 9.6.28 in connection with the Standardisation of the forms and Registers of the Prisons dept I am directed to state that the revised list has not been properly prepared and so it does not contain information about the forms of your office and that of the Lockups: I am

List of enclosures.....

Copied by .....

Examined by .....

over

Kindly to request you
that the revised list of forms
~~Books~~ and the description list submitted
in the year 1925 and 1926 may
be revised incorporating the
latest additions and omissions and
resubmitted ~~that~~ at an early date.

The enclosures of your
letter under reply are
returned herewith.

I am
Sir
Your
obt Servt

The intervals at which these forms are to be printed and the revised list of forms to be printed and supplied to the various offices may also be placed on the records of the Controller.

DOM 25/7/26

G. R. S. VI—G/32]

SUBJECT.....

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Diary No. of letter replied to.....

Section Prisons

File No.

Serial No.

GENERAL AND REVENUE SECRETARIAT

( )

the 191 .

No. G. 1971.

Date of issue 10-8-29.

Signed by.. Mr. N.D. Rao.

To

The Superintendent Government Printing

Bangalore

Sir,

I am directed to enquire why Govt. No. 4010-24. Prisons dated the 25th Sept. 1928 re the list of forms required for the prisons depot, which was sent to the Press for pressing

over

printed on 25.7.28. on Spec

has printed after a long
delay of nearly 9 months
delay from 21.6.29 and actually
sent to the Secretariat

on the 7th March of 1929,
A reply as early as possible is requested
The cause for the extraordinary
long delay may kindly
be explained.

The list of forms and
Registers which was
sent in original may
also be returned as the
same has not been
received with the
printed copies of the
Go proceedings in the
Secretariat.

List of enclosures.

Copied by

Examined by

Thanks
Yr.

WD 1744—GPB—3 5,000—19-3-19

No. C-71-23 Office of the Inspector-General of Prisons,
Encl: one file = one list and sample forms in Mysore,
Dated Bangalore, 17th August 1928.

From

The Inspector-General of Prisons
in Mysore, Bangalore.

To

The General Secretary to the Government
of H.H. the Maharaja of Mysore
Bangalore.

Sir,

With reference to your letter No. G. 76/Pris 17-24-17 dated 3rd July 1928, I have the honour to resubmit herewith a list of Forms and Registers revised in the light of the suggestions conveyed therein together with all the sam forms.

I have the honour to be,
Sir,
Your most obedient serva

Inspector-General of

		6 Each	8 Each	4 Each	25 Each	30 Each	30 Each	35 Each	30 Each	30 Each	20 Each	25 Each	240 Each
2	Statement of Questions for inspection of gaols.	15	—	—	—	—	—	—	—	—	—	—	15
3	Statement of Questions for inspection of Roll-ups.	250	—	—	40	100	50	100	50	50	40	40	720
4	Statement of Questions for the inspection of the office of Insp. of Prisons.	10	—	—	—	—	—	—	—	—	—	—	10
5	Tracing Sheets of the Gaols.	300	—	—	—	—	—	—	—	—	—	—	300
6	Return of Criminal Lunatics	10	6	6	6	12	6	6	6	6	6	6	76
7	Statement of Escapes of Prisoners	10	6	6	6	12	6	6	6	6	6	6	76
8	Statement of Prisoners surrendered	10	6	6	6	12	6	6	6	6	6	6	76
9	Forms for the Indent of Ammunition and Arms.	10	6	6	—	—	—	—	—	—	—	—	22
10	List of work for which provision has to be made in the P. W. D. Budget.	24	6	6	6	12	6	6	6	6	6	6	90
11	Official and non-official visitors book	—	1	1	—	—	—	—	—	—	—	—	2
12	Superintendent's Diary	—	2	2	—	—	—	—	—	—	—	—	4
13	Medical officer's Diary.	—	2	2	—	—	—	—	—	—	—	—	4
14	Jailor's Dy: Jailor, Warrant Block												
15	Warder's Diary	—	8	6	—	—	—	—	—	—	—	—	14
15	Jail observ book.	—	1	1	—	—	—	—	—	—	—	—	2
16	Convict Register	—	12	5	—	—	—	—	—	—	—	—	17
17	Register of under trial prisoners	—	4	2	—	—	—	—	—	—	—	—	6

18	Register of Civil prisoners.	—	1	1	—	—	—	—	—	—	—	—	—	2
19	Release Register	—	1	1	—	—	—	—	—	—	—	—	—	2
20	Release Discharged Debtors Book	—	1	1	—	—	—	—	—	—	—	—	—	2.
21	General abstract of prisoners.	—	1	1	—	—	—	—	—	—	—	—	—	2.
22	Rock up Registers.	—	2	1	—	—	—	—	—	—	—	—	—	3.
23	Labour Register	—	2	1	—	—	—	—	—	—	—	—	—	3
24	Remission sheet of Convicts (books)	—	10	1	—	—	—	—	—	—	—	—	—	11.
25	Prisoners punishment books.	—	2	1	—	—	—	—	—	—	—	—	—	4
26	Prisoners clothing Register.	—	2	1	—	—	—	—	—	—	—	—	—	3.
27	Defaulters book.	—	2	1	—	—	—	—	—	—	—	—	—	3.
28	Register of uniforms of Warders	—	1	1	—	—	—	—	—	—	—	—	—	2
29	Ammunition Register	—	1	1	—	—	—	—	—	—	—	—	—	2
30	Roll practice Register.	—	1	1	—	—	—	—	—	—	—	—	—	2
31	Main gate Register ..	—	1	1	—	—	—	—	—	—	—	—	—	2
32	Main gate Register of prisoners & Warders.	—	3	2	—	—	—	—	—	—	—	—	—	5
33	Main gate Register of articles	—	3	2	—	—	—	—	—	—	—	—	—	5
34	Stock book of Civil stores.	—	2	1	—	—	—	—	—	—	—	—	—	3
35	Daily Ration Issue Register		12	12										24

Item											Total
Jail office Cash book	1	1	—	—	—	—	—	—	—		2 ✓
Certificate of batta & extra paid to released prisoners	25	25	—	—	—	—	—	—	—		50 ✓
Indent for the uniforms of Warders	6	4	—	12	6	—	6	6	6	6	52
Security Bond forms	25	10	—	—	—	—	—	—	—		35 ✓
Security Bond forms	25	10	—	—	—	—	—	—	—		35
Statement of security deposits	2	2	—	—	—	—	—	—	—		4
Certificate in admission of prisoners	2000	600	—	—	—	—	—	—	—		2600 ✓
Nominal Rolls of prisoners	100	40	—	—	—	—	—	—	—		140 ✓
Prisoners History tickets	1000	400	—	—	—	—	—	—	—		1400 ✓
Cell door tickets	100	60	—	—	—	—	—	—	—		160 ✓
Indent for jail & jail Hospital	6	6	—	—	—	—	—	—	—		12
Clothing & Bedding of prisoners											
Application for Copies of judgment	800	400	—	—	—	—	—	—	—		1200 ✓
Medical Certificates	100	50	—	—	—	—	—	—	—		150 ✗
Descriptive Rolls of prisoners	1000	600	—	—	—	—	—	—	—		1600 ✓
Form of Conditional release	30	12	—	—	—	—	—	—	—		42
Form of Conditional release on medical grounds	12	10	—	—	—	—	—	—	—		22 ✓
Register of under trial prisoners sent to court	2	2	—	—	—	—	—	—	—		4 ✓

No.	Item			Total
55	Stock book of Raw materials	1	1	2
56	Stock book of manufactured articles	2	2	4
57	Individual Ledger	1	1	2
58	Day book of credit sales	1	1	2
59	Day book of Realisations	1	1	2
60	Register of Departmental supplies	1	1	2
61	Register of Manufacturing Plants	1	1	2
62	Statement of amounts realised. Docts	30	30	60
63	Register of money remitted to Treasury	4	2	6
64	Indent for Raw materials	15	10	25
65	Registers of orders for execution	1	1	2
66	Bill books	8	4	12
67	Gate pass books	100	40	140
68	Receipt books	12	6	18
69	Half yearly Statement of outstanding debts	4	4	8
70	Hospital Register of inpatients	1	1	2
71	Hospital Register of out patients	4	2	6
72	Invalid Pay Register	1	1	2
73	Vaccination Register	1	1	2
74	Hospital Roll	1	1	2
75	Prescription books	12	6	18
76	Hospital Case books	4	2	6

77	Descriptive Returns.	—	1000	600	—	—	—	—	—	—	—	—	—	—	1,600
78	Daily Return of Infectious cases	—	100	50	—	—	—	—	—	—	—	—	—	—	150
79	Register Vaccination	—	1	1	—	—	—	—	—	—	—	—	—	—	2
80	Post mortem book	—	1	1	—	—	—	—	—	—	—	—	—	—	2
81	Register of Deaths	—	1	1	—	—	—	—	—	—	—	—	—	—	2
82	Daily Return shewing number of Jail Hos pital	—	12	12	—	—	—	—	—	—	—	—	—	—	24
83	Abstract of the above	—	1	1	—	—	—	—	—	—	—	—	—	—	2
84	Monthly statistical Return to Surgeon Genl with certificate	—	30	30	—	—	—	—	—	—	—	—	—	—	60
85	Lower Class of prisoners to be released	—	12	6	—	—	—	—	—	—	—	—	—	—	18
86	Do — Undergo Solitary confinement	—	24	1	—	—	—	—	—	—	—	—	—	—	3
87	Do — whose sentences are suspended	—	1	1	—	—	—	—	—	—	—	—	—	—	2
88	Do. — Sent to several courts for trial	—	12	6	—	—	—	—	—	—	—	—	—	—	18
89	Indent on Contractors	—	36	15	—	—	—	—	—	—	—	—	—	—	51
90	Shell book of Miscellaneous articles	—	1	1	—	—	—	—	—	—	—	—	—	—	2
91	Register of Lunatic Prisoners	—	1	—	—	—	—	—	—	—	—	—	—	—	1
92	Statement shewing the Name of Lunatic Prisoners	—	15	—	—	—	—	—	—	—	—	—	—	—	15
93	Prisoners petition Register	—	2	1	—	—	—	—	—	—	—	—	—	—	3
94	Register of prisoners letters	—	1	1	—	—	—	—	—	—	—	—	—	—	2
95	Interview Register	—	1	1	—	—	—	—	—	—	—	—	—	—	2
96	Attendance of Warders	—	1	1	—	—	—	—	—	—	—	—	—	—	2

1	Daily Register of Warders	—	—	1	1	—	—	—	—	—	—	—	—	2
8	General punishment Register of Warders.	—	2	1	—	—	—	—	—	—	—	—	—	3
9	Work shop labour Register.	—	30	1	—	—	—	—	—	—	—	—	—	31
0	Cribbed Statements.	—	25	25	—	50	25	—	25	25	25	25	—	225
1	Expenditure Statements	—	25	25	—	50	25	—	25	25	25	25	—	225
2	Inspection Register of lock-ups	—	—	—	—	10	14	11	15	10	10	8	10	88
3	Lock-up order book.	—	—	—	—	10	14	11	15	10	10	8	10	88
4	Prisoners punishment book.	—	—	—	—	10	14	11	15	10	10	8	10	88
5	Convicts admission Register	—	—	—	—	10	16	11	15	10	10	8	10	90
6	Release Register	—	—	—	—	10	14	11	15	10	10	8	10	88
7	Register of industrial prisoners	—	—	—	—	10	16	11	15	10	10	8	10	90
8	Lock-up Register.	—	—	—	—	10	16	11	15	10	10	8	10	90
9	Labour Register.	—	—	—	—	10	14	12	15	10	12	8	10	91
0	Stock-book of Govt Stores	—	—	—	—	10	14	11	15	10	12	8	10	91
1	Indent for prisoners clothing	—	—	—	—	20	20	20	20	25	22	16	20	183
12	Paliara Register.	—	—	—	—	10	20	12	15	16	12	8	15	108
13	Ration Indent Register.	—	—	—	—	40	50	36	45	40	40	25	15	281
14	Medical officer's Diary.	—	—	—	—	10	14	11	15	10	10	8	10	88
15	General Summary of all classes of Prisoners	—	—	—	—	200	200	200	200	150	120	100	150	1320

Statement No. I Disposal of Convicts	—	—	—	200	200	200	200	150	130	100	150	1330
Do — No: II Offences Committed and punishments inflicted	—	—	—	200	200	200	200	150	130	100	150	1330
Statement No: III Employment of Convicts	—	—	—	200	200	200	200	150	130	100	150	1330

Bangalore
31st August 1926.

Inspector-General of Prisons

Name and description of form	Authority under which prescribed	Period	Office for which prescribed	Size of description of paper and of book or register	Approximate number required in a year	Reference to sample form
Official & non official visitors book	Sec: 21 (4) Prisons Act & Rule 19 N.J.M.	12 years	Jail	Half sheet foolscap size book of 100 pages	1 Book for 6 years	Vide sample form No 1
Deputy Inspectress's Diary	Rule 29 N.J.M.	— do —	— do —	— do —	2 books per year	— do — 2
Medical officers diary	Rule 50 N.J.M. + Sec: 41 Prisons Act	— do —	— do —	— do —	— do —	— do — 3
Asst. Surgeon's diary	Rule 56 N.J.M.	— do —	— do —	— do —	— do —	— do — 4
Visitors Matrons or Lady Warders diary	Rule 152, 166, 176 N.J.M.	— do —	— do —	— do —	— do —	— do — 5
Jail order book	Rule 771 N.J.M.	Permanent	— do —	— do —	1 book a year	— do — 6
Convict Register	Sec: 21 (1) & (5) Prisons Act & Rule 772 N.J.M.	— do —	— do —	To be printed in Devanagri Royal paper only other size 24" x 18" & bound in Leather into Books of 100 pages each	12 Books per year	— do — 7
Register of medical presents	Rule 773 N.J.M.	2 years	Jail	— do —	4 Books	Vide sample form of Register
Register of Civil prisoners	" 774 N.J.M.	— do —	— do —	— do —	1 Book for 2 years	— do — 9
Release Register of prisoners	" 775 N.J.M. + Sec 21 (3) Prisons Act.	— do —	— do —	Half sheet foolscap size Book of 100 pages	1 Book for 8 years	— do — 10
Release slips & Bail [illegible]						

Lockup Register	Rule 778 N.S.W.	—	—	Machine made paper Demi size Books of 108 pages each	2 books per year	—	13	The form prescribed tends to obviate necessity of maintaining as now but other Registers two N.S.W. one showing the locked up each day & the book & the other who is for locking up.
Labour Register	Rule 779 N.S.W.	—	—	—	—	—	14	A few columns should be added in which can be entered the particulars of the work provided for each prisoner as may be necessary
Remission Sheet of Convicts	Rule 780 N.S.W.	1 year after release	Gaol	Half sheet foolscap size Books of 400 pages each	10 Books per year	—	15	The form now in use is a modification of form 14 N.S.W. which is ordered in Regs. 75-2-2 of 1907 but further information is required by the Statute Book and gratuity earned gratuity earned forms already
Prisoners punishment book	Rule 781 N.S.W. See: 21 (3) & 47 Prisons Act	12 years	Gaol	—	1 Book per year	—	16	No change suggested
Clothing Register	Rule 782 N.S.W.	5 years	—	Demi size white paper Books of 100 pages each	2 Books per year	—	17	—
Diet Register	Rule 783	Permanent	—	Foolscap	6 Books	—	18	—

Defaulters book	Rule 128 & Reg.	12 years	Gaol	do	2 books per year	do	20	do
Register of articles of clothing received & issued to warders	Rule 786 Reg.	5 years	do	do	1 book for 6 years	do	21	The clause beginning from 21 has been
Ammunition Register	Rule 787 "	do	do	do	1 book for 10 years	do	22	The word & Carbine to be added after re in Col. 3 of existing
Ball practice Register	Rule 788 "	do	do	do	1 book for 5 years	do	23	No change from existing
Register of persons other than prisoners and warders passed thro: the main gate	Rule 190 + 789 Reg.	do	do	do	1 book per year	do	24	No change from existing forms 2 but only the heads may be printed Kanarese as the keeper is generally warder who does know English
Register of prisoners & warders at change of pers passed thro: the main gate	do	do	do	do	3 Books do	do	25	
Register of articles passed through the main gate	do	do	do	do	do	do	26	
Stock book of stores & dead stock	Rule 790 Reg.	Permanent	Gaol	Half sheet Foolscap size to be printed on thick paper for ledger & Cash books of 300 pages each	1 book for 12 years	do	27	No change from existing
Daily Ration Indent register	Rule 791 "	2 years	do	8½" x 19" Ledger paper	12 books per year	do	28	do

					Books of 100 pages each	8 years	— 00 — 29		
Office Cash book		Rules 793 to 796 Reg. Rs	Permanent	Jail	Jail Warden on demi size sheets ruled under Royal paper bound and lettered into books of 100 leaves each	1 book for 8 years	Vide sample form no 30		Revised form already suggested in this office 6772/31 of 25-4-22
Certificate paid to		Rule 819 (3) Reg. Rs	Attached to D.C. Bills only	Jail	1/4 sheet of foolscap paper	30 forms per year	— 00 — 31		No change from existing form
Guide to Surwa	Furnishment	Rule 128 Reg. Rs	5 years	— 00 —	1/2 sheet foolscap paper	6 forms per year	— 00 — 32		The heads have been changed so as to correspond with the heading in form no 7
Form of Where Cash is deposited		Rule 137 Reg. Rs	As long as the Jail is kept at the present place	Jail	Royal paper Demi size	3 forms per year if required	— 00 — 33		No change from existing form no 33.
Form of security		Rule 137 "	— 00 —	Jail	— 00 —	— 00 —	— 00 — 34		— 00 — 34
Statement of Rs		Rule 139 "	5 years	Jail	Need not be printed	2 forms per year	— 00 — 35		— 00 — 35
Certificate of admission of prisoners		Rules 224 + 439 Reg. Rs	2 years	— 00 —	Badami paper about 5 1/2 x 7 1/4	2000 forms per year	— 00 — 35 36		— 00 — 35 36
Nominal rolls of prisoners		Rules 440, 441 (a) 465, 466 + 765 Reg. Rs	— 00 — + 5 years in Case of transfer to prisons	— 00 —	1/2 sheet foolscap paper size. Badami or foolscap paper	100 forms per year	— 00 — 36 37		— 00 — 36 37
Convict's History ticket		Rule 229 (1) Reg. Rs	As long as Convict is in Jail + 2 years	— 00 —	1/2 sheet foolscap paper size for those sentenced to less than	1000 forms per year	— 00 — 37 38 (a, b & c)		Sheet forms of History tickets as now in use have been approved vide G.O. no 5 dated Rns 57-22-20

Inventory for gail & Hospital clothing	Rule 350 (1) Pr. G. R.	— 00	— 00	4"×6" Need not be printed	6 forms or occasionally	— 00		— 00		
Convicts application for Copy of Judgment	Rule 401 Pr. G. R.	Till remain in Court	— 00	¼ sheet foolscap size paper	800 forms per year	— 00	41	— 00		
Forms of Medical certificate of fitness to undergo solitary confinement & liability to forfeiture &c.	Rules 674-746 747 & 440 (a) Pr. G. R.	2 years	— 00	— 00	100 forms per year	— 00	42	— 00		
Descriptive roll of prisoners to be released	Rule 464 Pr. G. R.	Will be sent to police	— 00	½ sheet foolscap size paper White or buff colour	1.000 forms per yr	— 00	43	— 00		
Form of conditional release	Rule 308 & 309 Pr. G. R.	About 6 years	— 00	To be printed on Royal demi paper	30 forms per year	— 00	44	To be printed in & of Kathiawar Vernacular 309		
— 00 — on Medical ground	" " " 7 Pr. G. R.	— 00	— 00	— 00	12 forms	— 00	45	— 00	— 00	
Register of undertrial prisoners sent to Court	(1) Pr. G. R.	24 years from date of last entry	— 00	Half sheet foolscap size paper. White or Gadamy paper Book of 100 pages each	12 books per year	— 00	46	No change from existing, but the heading will be printed in Kathiawar		
Medical Case of Convicts Register	Rule 754 Pr. G. R.	Does not remain in gail	Gail	Need not be printed	2073 forms occasionally	— 00	47	No change from existing		
Stock book of raw materials	Rule 841 Pr. G. R.	12 years	Gail Manufactory	½ sheet foolscap size book of 200 pages each	1 Book per year	— 00	48	— 00		
Stock book of manufactured articles	Rule 846 & 847 Pr. G. R.	12 years	— 00	— 00	2 Books per year	— 00	49	No change from existing		
Individual ledger of credit sales	Rule 862 Pr. G. R.	— 00	— 00	— 00	1 — 00	— 00	50	— 00	— 00	
Way book of credit sales	Rule 847 Pr. G. R.	Permanent	Gail	Half sheet foolscap	1		48			

Daybook of Realisations	Rules 847 488 M.G.M.		Gaol Manufactory	N.P. Ruling Shield white paper 200 pages in each book i.e. 4 Quires	N.P. per year	5	4		No change from [illegible]
Register of entry & issue of Departmental supplies	Rules 847 488 (2) M.G.M.	— do —	— do —	— do — (100 pages in each book	— do —	— do —	50	55	Between cols. 3 and 4 insert two 5/3 cols. which cols. may be for articles supplied or services rendered and reference to Cash book or Ledger incident
Register of manufacturing implements etc	Rule 865 M.G.M.	— do —	— do —	— do — books of 200 pages (4 Quires)	— do —	— do —	57	58	No change from existing
Statement of amounts realized and cash or adjusted by Book transfer	Rule 856 (2) M.G.M.	5 years	Gaol & Gaol Manufactory	— do — books of 100 pages (2 Quires)	1 Book 8 Quires per year	— do —	52	53	The revenue heads proceeds of weights may be required to satisfy form as now is dealing with the
Register of movies remitted to the Treasury	Rule 859 (5)	2 years	— do —	— do — books of about 50 pages	4 books per year	— do —	53	56	Form No 56 M.G.M. may be extended by 70 M77 and which answers the pur
Indent for raw Materials	Rule 842 M.G.M.	5 years	Gaol Manufactory & Factory	Badamy paper about 6" x 14" Books of 100 pages each	15 books per year	— do —	54	57	No change from existing form No: 57
Register of orders for execution in the Manufactory Dept	Rule 849 M.G.M.	5 years	— do —	½ sheet foolscap size Tobacco paper Books of 100 pages each	1 Book per year	— do —	55	58	— do — open a new col of Commencement Date the number indent in col 2 Nature of order

Bill forms	Rule 860 (1) & 863 (2) N.G.-N.	2 years	Jail Manufactory	½ sheet foolscap size Brief paper Book of 100 pages each	8 Books per year	Vide samples forms 57 56		No change from 6
Gate pass	Rule 189 (2) N.G.-N.	—50—	—50—	White foolscap Cap paper books 5½ x 9" 100 pages in each book	100 books per year	—00—	60 57	The form is brought down 55 46-9 Pris 23.
Receipt book	Rule 858 N.G.-N.	—10—	—50—	White paper size 8" x 4" Books of 100 pages each	12 books per year	—00—	64 58	No change from
Half yearly statement of outstandings debts due to & by Jail	Rule 866 N.G.-N.	5 years	—00—	Need not be printed	4 forms per year	—50—	72	—00—
Hospital register of Un-patients	Rules 524 & 868 1/2 N.G.-N.	"	Jail Hospital	½ sheet foolscap size white paper Books of 100 pages each	1 Book per year	—00—	59 65	—00—
—50— out patients	Rules 524 & 869 N.G.-N.	—50—	—50—	Foolscap size white paper Books of 100 pages each	4 books per year	—00—	60 66	—00—
Invalid gang register	Rule 550 & 870 N.G.-N.	—50—	—50—	½ sheet foolscap Cap size Books of 100 pages each	1 Book in 3 or 4 years	—50—	61 67	—00—
Vaccination register	Rule 553 N.G.-N.	—50—	—50—	—50—	1 book for 2 years	—50—	62 66	—00
Hospital roll of sick diet & extras	Rule 530 & 871 N.G.-N.	—50—	—50—	—50—	1 book for about 8 years	—50—	63 67	—50

Prescription book	[illegible] 530 & 874 M.G.R.	12 years	Nil	[illegible] Foolscap size books of 100 pages each	12 books per year	Under sanction form 64		
Hospital Case book	Rule 531 M.G.R.	Permanent	—	½ sheet foolscap 2 each size Books of 100 pages each	4 books per year	—	—	65 64
Bed side ticket	Rule 541 M.G.R.	2 years	—	½ sheet foolscap paper	1000 for per year	—	—	66 70
Daily return of Epidemic sickness	" 583 "	—	—	—	100 — (if necessary)	—	—	67 71
Register of prisoners inoculated against plague	" 876 "	12 years	—	½ sheet foolscap size books of 100 pages each	1 book per year	—	—	68 72
Post Mortem book	" 874 "	—	—	—	1 book for 3 years	—	—	69 73
Register of deaths	" 875 "	Permanent	—	—	1 book for 6 years	—	—	70 74
Daily ration indent for Civil Hospital	Rule 533 + 871 M.G.R.	2 years	—	½ demi size Badami paper Books of 32 pages each	12 books per year	—	—	71 75
Abstract of daily Ration indent register of Civil Hospital	Rule 819(2) M.G.R.	12 years	—	Demi size Badami paper Books of 100 pages each	1 book for 8 years	—	—	72 76

Monthly Statistical Returns

General Summary

Statement no I Judicial showing the number and disposal of Courts

Statement no II Gaol showing the offences committed by Convicts

Statement no III Jail showing the employment of convicts

Statement no IV showing the condition of prisoners discharged

Certificate on the examination of registers of Cash...

Rule 825 n.g.m

5 years Gaol

Half sheet foolscap size Books merely stitched (not bound) of 4 sheets each

30 books per year

Vide sample form 77 73

Annual Returns.

I to XVII, A.B.C.D, General Summary

XII.A & XII B.

Rule 829 n.g.m.

5 years —do—

Whole sheet foolscap size as per sample

3 forms per year

Vide —do— 74 —do—

...ge from 0 ...ted are pages 141

II n.g.m. excep... at the note at the ... of Statement no IV is ... to be expunged be... practice statement no ... series is compile... see monthly state... IV & the figures ... col: 3 of the form ... of the letter which ... the number of co... discharged dur... year & the numb... expected to regre... the number of co... shown as dischar... the year & month... Statement Genera... Summary & numbe...

On the general ... annual or quarterly ... convicts transferred, ... sent for trial are all ... as discharged & if ... excluded in Stt no I ... discrepancies occur...

Stt no XVI may ... abolished as at present ... it is abolished no ... Stt is likely the info... required in this form ... available in forms ... which refers to new ... according to knowledge ... passed in Gaol.

Other Registers & forms in use in Gaol & Remarks
necessary to be printed and supplied.

Order Books of prisoners to be released	—	2 years	Gaol	Foolscap paper books, size about 5½ x 4 in. Books of 100 sheets each	12 Books per year	Vide Sample form no 74	75	
Orders Books of prisoners to undergo Solitary Confinement	—	— 00 —	— 00 —	— 00 —	2 books per year	— 00 —	76 80	Necessary ensure & and Abstr of work.
" of prisoners to leave								
Sentences as to be subscribed	—	— 00 —	— 00 —	— 00 —	1 book "	— 00 —	77 84	
" of prs to be sent to Court	—	— 00 —	— 00 —	— 00 —	12 books per year	— 00 —	78 84	
Indent for Contracts for articles	—	— 00 —	Gaol Hand	— 00 —	36 Books per year	— 00 —	79 88	Receipt book discontinued
Work book of misc: articles	—	permt	Gaol	½ sheet foolscap size Books of 100 pages each	1 Book per year	— 00 —	80 84	Required under rules.
Register showing the number & other prisoners confined on each day of the month.	—	— 00 —	Gaol	— 00 —	1 Book per 8 years	— 00 —	81 85	These are in as useful for recovery of & other Stat on this gaol prepared Gra
Statement	— 00 — 00 —	—	Jobs sent to Asst Surgeon & Chief St.	½ sheet foolscap size	15 forms per year	— 00 —	82 86	
Register of petitions made by prisoners	—	2 years	Gaol	— 00 — book of 100 pages	2 Books per year	— 00 —	83 87	Necessary for Value of pris Gaol Mon Stating the & Condition with prisoner expenditure of postage prisoners let
Register of letters written by prs	—	— 00 —	— 00 —	— 00 —	— 00 —	— 00 —	84 88	
Register of petitions for indulgence granted to prisoners	—	— 00 —	— 00 —	— 00 — 00 —	1 Book per year	— 00 —	85 89	
Roll call of Warders (Attendance register)	Rule 176 (2) N.W.P.	— 00 —	— 00 —	Remissia Cadastral Paper books of 100 pages each	— 00 —	— 00 —	86 90	
Duty Roster of Warders	— 00 —	— 00 —	—				87	

Jarderspunishment book	Orule 176 (2) Rl Govt.	2 years	gaol	5 rs/c books of 100 pages each	2 books per year	Rs 8 Rs 2	Rules as q q for all in a in which Q. defaulter
Workshop labour register	-	—00—	Gaol Rampur only	—00—	30 books per year	—00— Rs 8 Rs 2	

31/5/28

Rule as Superintendent

R.C. gaol

O.C. 2nd.

No. P. 615

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated....the...22nd..Aug....1929.
23rd

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent, Government Printing,
Bangalore.

'929

To

R. Ranga Rao, Esq., B.A., B.L.,
Chief Secretary to the Government of Mysore,
Bangalore.

SECRETARY
23 AUG. 1929

SIR,

With reference to your letter No: G. 1971/Pris., dated the 10th instant, enquiring why Government Order No: 4010-21/Pris. 17-24-19, dated the 25th September 1928, re: the list of forms required for the Prisons Department, which was sent to the Press on 25th September 1928, was printed after a delay of nine months on 21st June 1929, etc., I have the honour to state that the Government Order referred to above was received in this office on 26-9-28, but without its Annexure, viz., the list of forms, which was subsequently received on 10-11-28. The Government Order with the list of forms was set up and proofs sent to your office for approval on 19-12-28. They were received back duly approved only on 21-5-29 after a lapse of five months. The matter was then printed and copies supplied on 2-7-29. But they were returned to this office for want of originals and the copies were again sent on the 2nd instant, when they were accepted.

It will thus be seen that there was a delay of about 1½ months in sending the Annexure to the Press and over five months in returning the proofs to the Press and another month for accepting the copies delivered.

As regards the originals of the Government order under reference, they might have been sent along with the proofs, as we do

in all cases when proofs are sent to departments for approval I am sorry they are not traceable here.

I have the honour to be,
Sir,
Your most obedient servant,

B Chauncey

Superintendent.

18

No. of letter replied to.....

:

al and Revenue Secretariat

( )

, *the* 192 .

of issue.... 25.9.28. J

l by..... M.M.S

is be

i Printed ?

i treated as a standing order ?

: published in the Gazette, English Part ? .

translated ? .

placed at the disposal of the press ?

: published in the Gazette.

Section Finance

File No. 17.24.

Serial No. 19

Proceedings of the Government of His Highness the Maharaja of Mysore

Read Go no 2139-2192 / E.A.

4 44 dated 19th may 1920 issu

instructions regarding the preparat

of Standard list of forms for us

the General Departments of

Call.

Go no G/1223 5-92 E.A. 7-2

Order Thereon No.

dated Tues 29th February 1924 dir

that the Standardisation of th

form and Registers of Certain

departments be done by the Hea

G. R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

These forms and registers will be printed and supplied by the Govt Press direct to the Offices of the D.G. of Prisons, Depots of Central Jails at Bangalore and Hyderabad and by Courts of Sessions as shown in the list.

As the normal requirements of the Dept in respect of these forms and registers have been approximately fixed Govt desire that the annual indents which involve much labour should be dispensed with. The Superintendent Govt Printing and Stationery Depot will accordingly print and supply in July of each year in which the forms and registers are required the quantity shown in the list.

The numbering adopted in the standard list should not be altered and forms sanctioned Letters should be given distinctive

1. Samples of these forms and
registers furnished by the D.G of Prisons
are sent herewith to the Supdt Stationery
Depot. When Copies are struck off
one Set of these should be maintained
in files for purposes of reference. One in
the Press, one in the Stationery Depot
one in the Office of the D.G. of Prisons
and the fourth in the ~~Govt. Branch~~
of the Jail and Rev. Dept. The Set
maintained in the Govt Press may be
bound in the form of a loose leaf
book so that the Sample required
may be taken out easily for being pass
on to the Working branch and when
printed. Copies are ready a copy of
the last printed Set substituted as
in the proper place. In order to keep all
the Samples in the Press up to date,
the D.G. of Prisons is Requested to Send
to the Supdt Govt Press a fresh
sample everytime any alteration
~~in the~~ is authorised in an
existing form. When a new form

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

~~is~~ enclosed, ~~...~~

Should in addition to sending a Sample send the particulars required in order to bring it to the Standard list The Press Should in printing copies of the same send a copy to every one of the other three offices where Sample files are maintained.

~~Gen~~ Secretary to Govt

To The Inspector General of Prisons
The Dy Commissioner
The Supt of G. Printing

~~The Supt of Elaborary~~
The Director of Office Supplies
~~Copy to the Publication Officer~~

~~Copy to the~~ Publication Officer

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 4010-21—Pris. 17-24-19, dated 25th September 1928.

List of forms required for use in the Prisons Department.

Approves of the —— and issues instructions regarding their printing and supply.

EAD—

Government Order No. 2139-292—E. A. G. 444, dated 19th May 1920, issuing instructions egarding the preparation of standard lists of forms for use in the several departments of the State.

2. Government Order No. G. 12235-92—E. A. 7-23-3, dated the 29th February 1924, directing iat the standardization of the forms and Registers of certain departments be done by the Heads of)epartments concerned and the lists so prepared be scrutinized in the Secretariat and action taken to ;sue the approved lists.

3. Correspondence ending with letter No. C. 71-23, dated 17th August 1928, from the Inspector-ieneral of Prisons, regarding the forms and registers required for use in his Department.

ORDER NO. G. 4010-21—PRIS. 17-24-19, DATED 25TH SEPTEMBER 1928.

The list of forms and registers required for the Prisons Department prepared by he Inspector-General of Prisons on the lines laid down in the Government Order read bove, is approved and appended to this order. These forms and registers will be rinted and supplied by the Government Press direct to the office of the Inspector-ieneral of Prisons, Superintendents of the Jails at Bangalore and Mysore and Deputy ommissioners of Districts as shown in the list.

2. As the normal requirements of the Department in respect of these forms and egisters have been approximately fixed, Government desire that the annual indents hich involve much labour should be dispensed with. The Superintendent, Govern-ient Printing and Stationery Depot will accordingly print and supply in July of the ear in which the forms and registers are required, the quantity shown in the list.

3. The numbering adopted in the standard list should not be altered and forms anctioned in future should be given distinctive numbers.

4. Samples of these forms and registers furnished by the Inspector-General of Pri-ons are sent herewith to the Superintendent, Stationery Depot. When copies are struck ff four sets of these should be maintained in files for purpose of reference. One in the ress, one in the Stationery Depot, one in the Office of the Inspector-General of Prisons nd the fourth in the General and Revenue Secretariat. The set maintained in the overnment Press may be bound in the form of a loose leaf book, so that the sample equired, may be taken out easily for being passed on to the working branch and hen printed copies are ready, a copy of the last printed set substituted as ample in the proper place. In order to keep the file of samples in the Press up to ate, the Inspector-General of Prisons is requested to send to the Superintendent, overnment Press, a fresh sample every time any alteration is authorised in an xisting form. When a new form is sanctioned, the Inspector-General of Prisons ould in addition to sending a sample, send the particulars required in order to bring to the standard list. The Press should, in printing copies of the same, send a copy every one of the other three offices where sample files are maintained.

R. RANGA RAO,
General Secretary to Government.

To—The Inspector-General of Prisons.
The Deputy Commissioners of Districts.
The Superintendent, Government Printing.
The Superintendent, Stationery Depot.
The Inspector of Office Systems.

xd.—P. S. R. N.

WD 1017—GPB—320—21-6-29

List of Forms and Registers of the Prisons Department.

Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
OFFICE OF THE INSPECTOR-GENERAL OF PRISONS IN MYSORE, BANGALORE.																			
Annual return Forms from 1 to 24.	Rule 829 of the Mysore Jail Manual.	Annual ...	Office of the Inspector-General of Prisons in Mysore, Bangalore.	As per samples sent ...	50 forms of each kind per year.	1st July ...	50 forms of each kind.	...	...	..	...	...	...	...	..	...	...	50 each	*Vide* sample form No. 74 for Jails.
Statement of Questions for Inspection of Jails.	G. O. No. 43—E A. G., dated 29th January 1916.	do ...	do ...	do ...	100 per year...	do ...	100 forms	...	...	...	...	...	...	...	...	...	...	100	*Vide* sample form No. 2.
Do of the Office of the Lock-ups.	.....	...	...	.....	100 per year...	do ...	100	...	...	...	...	...	...	...	...	...	...	100	do 3
Do of the Office of the Inspector-General of Prisons.	.....	...	...	.....	100 per year...	do ...	100	...	..	...	...	...	...	...	...	...	...	100	do 4
Facing sheets for files ..	As per record Manual rules.	Annual ...	Office of the Inspector-General of Prisons in Mysore, Bangalore.	As per samples sent ...	2,000 forms per year.	do ...	1,000 forms of each kind.	...	...	...	...	...	...	...	...	...	...	2,000	do 5a and b
Return of Criminal Lunatics	Para XVII of Government Notification No. J. 3674—Pris. 9-16-8, dated 17th April 1917.	Half-yearly	do ...	do ...	50 per year ..	do ...	50	...	...	...	...	...	...	...	...	...	...	50	do 6
Statement of escapes of prisoners.	G. O. No. 5662-78—Pris. 3-21 27, dated 10th June 1922.	do ...	do ...	Half-sheet do ...	50 per year ..	do ...	50	...	...	...	...	...	..	..	...	...	...	50	do 7
Statement of prisoners surrendered.	G. O. No. J. 2578—Cts. 111-08-18, dated 9th March 1909.	do ...	do ..	do ...	50 per year ...	do ...	50	...	...	...	...	..	...	...	...	...	...	50	do 8
Arms and Ammunition Indent forms.	Rule 833 of the Mysore Jail Manual.	Annual ...	do ...	do ...	10 forms per year.	do ...	10 forms...	...	...	...	...	...	...	...	...	...	..	10	do 9
Forms of Statistics of the local-self defence scheme.	G. O. No. G. 7331—G. M. 289-10-5, dated 15th June 1911.	do ...	do ...	do ...	10 per year ...	do ...	10	...	...	...	...	..	...	...	..	...	...	10	do 10

All the other General and Financial forms in addition to the above 25 forms of each kind to be supplied annually.

JAILS.

1	Official and Non-official Visitors' book.	Section 21 (4) Prisons Act, Rule 19, Mysore Jail Manual.	12 years ...	Jail ...	Half sheet, foolscap size books each of 100 pages.	Once in 6 years	1st July...	...	1	1	...	...	...	...	...	...	...	..	2	*Vide* sample form No. 1	
2	Superintendent's Diary ...	Rule 29, Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap size books each of 100 pages.	4 books per year	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	2
3	Medical Officer's Diary	Rule 50, Mysore Jail Manual and section 41, Prisons Act.	do ..	do ...	do ...	do ...	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	3
4	Sub-Assistant Surgeon's Diary.	Rule 56, Mysore Jail Manual.	do ...	do ...	do ...	do ...	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	4
5	Jailor's, Matron's, or Chief Warder's Diary.	Rules 152, 166 and 176, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year of each kind.	do ...	...	6	6	...	...	...	...	..	...	...	...	12	do	5
6	Jail Order Book ...	Rule 771, Mysore Jail Manual.	Permanent.	do ...	do ...	2 books per year	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	6
7	Convict Register ...	Section 21 (1) and (5), Prisons Act and Rule 772, Mysore Jail Manual.	do ...	do ..	To be printed in printing royal paper only of the size of 24"×16" and bound in leather books, each of 100 pages.	17 do ...	do ...	...	12	5	...	...	..	...	...	...	...	...	17	do	7
8	Register of Under-Jail Prisoners.	Rule 773, Mysore Jail Manual.	12 years ...	do ...	do ...	6 do ...	do ...	..	4	2	...	...	..	...	...	...	...	...	6	do	8
9	Register of Civil Prisoners...	Rule 774, Mysore Jail Manual.	do ..	do ...	do ...	2 books for two years.	do ...	..	1	1	...	...	...	...	...	...	...	...	2	do	9
10	Release Register of Prisoners	Rule 775, Mysore Jail Manual and section 21 (2), Prisons Act.	do ...	do ...	Half sheet, foolscap size books each of 100 pages.	4 books per year	do ...	...	2	2	...	...	...	...	...	..	...	...	4	do	10
11	Release Diary and Batta Book.	Rule 776, Mysore Jail Manual.	Permanent.	do ...	Machine-made white paper 17"×26" books each of 100 pages.	2 do ...	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	11
12	General Abstract of Prisoners	Rule 777, Mysore Jail Manual.	5 years ...	do ...	Machine made white paper 17"×26" books each of about 64 pages.	2 books for 5 years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	12
13	Lock-up Register ...	Rule 778, Mysore Jail Manual.	do ...	do ...	Machine made paper, demy size books, each of 100 pages.	3 books per year	do ...	...	2	1	..	...	...	...	...	...	...	...	3	do	13
14	Labour Register ...	Rule 779, Mysore Jail Manual.	do ..	do ...	do do ..	do ...	do ...	...	2	1	...	...	...	...	...	...	...	...	3	do	14
15	Remission Sheets of Convicts	Rule 780, Mysore Jail Manual.	One year after release.	do ...	Half sheet, foolscap size books, each of 100 pages.	13 books per year	do ...	...	10	3	...	...	...	...	...	...	...	...	13	do	15
16	Prisoners Punishment Book	Rule 781, Mysore Jail Manual and section 21 (3) and 47, Prisons Act.	12 years ...	do ...	do do ...	4 do ...	do ...	...	3	1	...	..	...	...	...	..	...	...	4	do	16
17	Clothing Register ...	Rule 782 Mysore Jail Manual.	5 years ...	do ...	Demi size white paper books, each of 100 pages.	3 books per year.	do ...	2	1	...	...	...	...	...	...	...	...	...	3	do	17
18	"From" Register ...	do 783 do ...	Permanent	(1) Jail (2) Jail Manufactory and (3) Jail Hospital.	Foolscap size books, each of 200 pages.	10 books per year.	do ..	6	4	...	...	...	...	...	...	...	..	...	10	do	18
19	"To" Register ...	do 783 do ...	do ...	do ...	do ...	10 books per year	do ...	6	4	...	...	...	...	...	...	...	...	...	10	do	19
20	Defaulter Book ...	do 128 do ...	12 years ...	do ...	do of 100 pages each ...	3 books per year	do ...	2	1	...	...	...	...	...	...	...	...	...	3	do	20
21	Register of articles of uniform received and issued to warders.	do 786, Mysore Jail Manual.	5 years ...	do ...	Foolscap size books, each of 100 pages	2 books for 6 years.	do ...	1	1	...	...	...	...	...	...	...	...	...	2	do	21

List of Forms and Registers of the Prisons Department.

Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
Ammunition Register ...	Rule 787 Mysore Jail Manual.	5 years ...	Jail ...	Foolscap size books, each of 100 pages.	2 books for 10 years	1st July ...	1	1	..	...	...	...	...	...	..	...	..	2	*Vide* sample form No. 22
Ball Practice Register ...	Do 788 do ...	do ...	do ...	do ...	2 books for five years.	do ...	1	1	...	...	...	...	...	..	...	...	...	2	do 23
Register of persons other than prisoners and warders in charge of prisoners passed through the main gate.	Do 190 and 789, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year.	do ...	1	1	...	...	...	...	..	...	...	...	...	2	do 24
Register of Prisoners and Warders in charge of prisoners passed through the main gate.	do ...	do ...	do ...	do ...	5 books per year.	do ...	3	2	...	...	...	...	...	...	...	...	...	5	do 25
Register of Articles passed through the main gate.	do ...	do ...	do ...	do ...	5 books per year.	do ..	3	2	...	...	...	...	...	...	...	...	...	5	do 26
Stock Book of Stores and Dead Stock.	Rule 790, Mysore Jail Manual.	Permanent	do ...	Half sheet, foolscap size, to be printed in thick paper and bound into books, each of 300 pages.	3 books for 12 years.	do ...	2	1	...	...	...	...	...	..	...	...	...	3	do 27
Daily Ration Indent Register.	Do 791 do ..	2 years ...	do ...	8½ "×19" Badami paper and 31 or 32 sheets stitched into books (need not be bound).	24 books per year.	do ...	12	12	...	...	...	...	...	...	...	...	...	24	do 28
Abstract of Daily Ration Indent and Issue Registers of the Jail and Jail Hospital.	Do 791, 819(2), Mysore Jail Manual.	12 years ...	do ...	Demy size, white or badami paper bound into books of 100 pages each.	2 books per year.	do ...	1	1	...	...	...	...	...	...	...	...	...	2	do 29
Office Cash Book ...	Do 793 and 796, Mysore Jail Manual.	Permanent	(1) Jail, and (2) Jail Manufactory	To be printed in demy size thick white or royal paper and bound into books, each of 100 pages.	2 books for 8 years.	do ...	1	1	...	...	...	...	...	..	...	...	...	2	do 30
Certificate of Batta, etc, to released prisoners.	Do 819(3) Mysore Jail Manual.	Attached to D. C. bills only	Jail ...	¼ sheet of foolscap paper ...	60 forms per year.	do ...	30	30	..	...	...	...	...	...	...	...	...	60	do 31
Indent for the Supply of Uniform to the Warder's Establishment.	Do 128 do ...	5 years ...	do ...	¼ sheet foolscap paper ...	12 forms per year.	do ...	6	6	...	..	...	...	...	...	...	...	..	12	do 32
Form of Security Bond where cash is deposited.	Rule 187 of the Mysore Jail Manual.	As long as the office holds the surety and 6 month thereafter.	do ...	Royal paper Demy size ...	12 forms per year.	do ...		8	4		...	...	..	...	...	...	...	12	do 33
Form of Security Bond where securities are deposited	Do 187, Mysore Jail Manual	do ...	do ...	do ...	12 forms per year.	do ..	...	8	4	...	...	...	...	...	...	...	...	12	do 34

35	Certificate of admission of prisoners.	Do 224 and 439, Mysore Jail Manual.	2 years ...	do ...	Badami paper about 5½"×7" ...	2,600 forms per year.	do ...	...	2,000	600	...	...	...	..	...	...	...	...	2,600	do	35
36	Nominal Roll of Prisoners ...	Do 440, 412 (2) 465, 466 and 765, Mysore Jail Manual.	2 years and 5 years in the case of transferred prisoners.	do ..	Half sheet, foolscap paper size, Badami or foolscap paper.	140 forms per year.	do ...	...	100	40	...	...	...	...	...	...	...	...	140	do	36
37	Convict History Tickets ...	Rule 227 (1), Mysore Jail Manual.	As long as the convict is in Jail and two years after his release.	do ...	Half sheet, foolscap size for those sentenced to less than one year, and full sheet size for other convicts.	1,400 forms per year.	do ...	...	1,000	400	...	...	...	...	...	...	..	...	1,400	do	37
38	Cell Door Ticket ...	Rule 677, Mysore Jail Manual.	2 years ..	do ...	Foolscap or Badami paper of about the size of 4"×6".	160 forms per year.	do ...	...	100	60	...	...	...	...	...	..	...	...	160	do	38
39	Convict's application for copy of Judgment.	Rule 360 (1), Mysore Jail Manual.	do ...	do ...	½ sheet foolscap size paper ...	1,200 forms per year.	do ..	...	800	400	...	...	...	...	...	...	...	...	1,200	do	39
40	Form of medical certificate of fitness to undergo solitary confinement or undertake journey, etc.	Rule 675,746,747 and 440 (a), Mysore Jail Manual.	do ...	do ...	do ...	150 forms per year.	do ...	...	100	50	...	...	...	...	...	...	...	...	150	do	40
41	Descriptive roll of prisoners to be released.	Rule 464 Mysore Jail Manual.	Will be sent to Police.	do ...	½ sheet, foolscap size paper white or Badami paper.	1,600 forms per year.	do ...	...	1,000	600	...	...	...	...	...	...	...	..	1,600	do	41
42	Form of conditional release ...	Rule 308 and 309, Mysore Jail Manual.	About 6 years.		To be printed on Royal Demy paper.	45 forms per year.	do ...	...	30	15	...	...	...	...	...	...	...	...	45	do	42
43	Form of release on medical grounds.	Rule 467, Mysore Jail Manual.	do ...	do ..	do ...	25 forms per year.	do ...	...	15	10	...	...	...	..	...	...	...	...	25	do	43
44	Register of under-trial prisoners sent to Courts.	Rule 660 (II) Mysore Jail Manual.	2 years from date of last entry.	do ...	Half sheet, foolscap size paper white or Badami paper books each of 100 pages.	4 books per year.	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	44
45	Stock book of raw materials ...	Rule 841 Mysore Jail Manual.	12 years ..	Jail Manufactory.	Half sheet, foolscap size, books each of 200 pages.	2 books per year.	do ...	...	1	1	...	...	..	...	...	...	...	...	2	do	45
46	Stock book of manufactured articles.	Rule 846 and 847, Mysore Jail Manual.	do ...	do ...	do ...	4 books per year.	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	46
47	Individual ledger of credit sales.	Rule 862, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year.	do ...	...	1	1	...	...	...	...	..	...	..	...	2	do	47
48	Day Book of Credit Sales ...	Rule 847, Mysore Jail Manual.	Permanent.	do ...	Half sheet, foolscap paper size thick white paper books, each of 200 pages.	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	48
49	Day Book of Realization ...	Rules 847 and 859, Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap paper size thick white paper books each of 200 pages, *i. e.*, 4 quires.	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	..	...	2	do	49
50	Register of Inter and Intra Departmental supplies.	Rule 847 and 860 (2) Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap paper size thick white paper books, each of 100 pages.	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	...	...	2	do	50
51	Register of Manufacturing Implements, etc.	Rule 965, Mysore Jail Manual.	do ...	do ..	Half sheet, foolscap paper size thick white paper books each of 200 pages, *i.e.*, (4 quires).	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	51

Serial No.	Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
52	Statement of amounts realised in cash or adjusted by book transfer.	Rule 856 (2), Mysore Jail Manual.	5 years ...	Jail and Jail Manufactory	Half sheet foolscap paper size, thick white paper, books of 100 pages (2 quires).	2 books once in 8 years and also 90 forms per year.	1st July ...	...	Book 1 and 50 loose forms	Book 1 and 40 loose forms.	...	...	...	...	...	...	...	...	Books 2 and 90 loose forms.	*Vide* sample form No. 52.
53	Register of moneys remitted to the Treasury.	Rule 859 (5), Mysore Jail Manual	2 do ...	do ...	Halfsheet foolscap paper size, thick white paper books of about 50 pages.	6 books per year.	do ...	...	4	2	...	...	...	...	...	...	...	...	6	do 53
54	Indent for raw materials ...	Rule 842, Mysore Jail Manual.	5 do ...	Jail Manufactory.	Badami paper about "6×4" books of 100 pages each.	25 books per year.	do ...	..	15	10	...	...	...	...	...	...	...	...	25	do 54
55	Register of orders for execution in the Manufactory Department.	Rule 849, Mysore Jail Manual.	5 do ...	do ...	Half sheet foolscap size foolscap paper book of 100 pages each.	2 books per year	do ...	...	1	1	..	...	.	...	...	...	...	..	2	do 55
56	Bill Forms ...	Rule 860 (1) and 863, Mysore Jail Manual.	2 do ...	Jail and Jail Manufactory	Half sheet foolscap size foolscap paper book of 100 pages each.	12 books per year.	do ...	...	8	4	...	...	...	...	...	...	...	...	12	do 56
57	Gate Pass ...	Rule 189 (2), Mysore Jail Manual	2 do ...	do ...	White foolscap paper books, 5"×9" of 100 pages each.	140 books per year.	do ...	...	100	40	...	...	...	...	..	..	...	...	140	do 57
58	Receipt Book ...	Rule 858, Mysore Jail Manual.	2 do ...	do ...	White paper size 8"×4" books of 100 pages each.	18 books per year.	do ...	...	12	6	...	...	...	...	...	..	...	...	18	do 58
59	Hospital Register of Inpatients.	Rule 524 and 868 Mysore Jail Manual.	12 do ...	Jail Hospital	Half sheet foolscap size white paper books each of 100 pages.	2 books per year.	do ...	...	1	1	...	...	..	...	...	...	...	...	2	do 59
60	Hospital Register of Out-patients.	Rule 524 and 869, Mysore Jail Manual.	do ..	do ...	Demy size white paper books of 100 pages each.	6 books per year.	do ...	...	4	2	...	...	..	...	...	...	...	...	6	do 60
61	Invalid Gang Register ...	Rule 550 and 870, Mysore Jail Manual.	do ...	do ...	Half sheet foolscap size books, each of 100 pages.	2 books once in three years.	do ..	...	1	1	...	..	...	...	..	...	...	...	2	do 61
62	Vaccination Register ...	Rule 553, Mysore Jail Manual.	do ...	do ..	do ...	2 books for two years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 62
63	Hospital Roll of sick diets and extras.	Rule 560 and 871 Mysore Jail Manual.	do ...	do ...	do ...	2 books once in about eight years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 63
64	Prescription Book ...	Rule 530 and 872, Mysore Jail Manual.	do ...	do ..	1/8" sheet foolscap size book, each of 100 pages.	18 books per year.	do ...	...	12	6	...	...	...	...	...	...	...	...	18	do 64
65	Hospital Cash Book ...	Rule 581, Mysore Jail Manual.	Permanent.	do ...	Half sheet foolscap size books of 100 pages each.	6 books per year	do ..	...	4	2	...	...	...	...	...	...	...	...	6	do 65
66	Bed side Tickets ...	Rule 541, Mysore Jail Manual.	2 years ...	do ...	Half sheet foolscap size paper	1,400 forms per year.	do ...	...	1,000	400	...	..	...	...	...	...	..	...	1,400	do 66
67	Daily Return of Epidemic sickness.	Rule 583, Mysore Jail Manual.	do ...	do ...	Do ...	150 forms per year (if necessary).	do ...	..	100	50	...	..	...	..	...	...	...	...	150	do 67

68	Register of Prisoners Inoculated against Plague.	Rule 876, Mysore Jail Manufactory.	12 years ...	do ...	Half sheet foolscap size books of 100 pages each.	2 books per year.	1st July ...	...	1	1	...	...	...	...	...	...	...	...	2	*Vide* sample form No 68.
69	Post Mortem Book ...	Rule 874, Mysore Jail Manufactory.	do ...	do ...	Do ...	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 69
70	Register of Deaths	Rule 875, Mysore Jail Manufactory.	Permanent	do ...	Do ...	2 books for 6 years.	do ...	...	1	1	...	...	...	...	..	...	...	...	2	do 70
71	Daily Ration Indent for Jail Hospital.	Rule 533 and 871, Mysore Jail Manufactory.	2 years ...	do ...	4th demy size, Badami paper books of 32 pages each.	24 books per year.	do ...	...	12	12	..	...	...	...	...	...	...	...	24	do 71
72	Abstract of Daily Ration Indent Register of Jail Hospital.	Rule 919 (2), Mysore Jail Manufactory.	12 do ...	do ...	Demy size, Badami paper, books of 100 pages each.	2 books for 8 years.	do ...	...	1	1	...	...	...	..	...	..	...	...	2	do 72
73	Monthly statistical returns. General summary statement No. I—Judicial, showing the number and disposal of convicts. Statement No. II Judicial showing the offences committed by convicts statement No. III financial, showing the employment of convicts. Statement No. IV showing the condition of prisoners discharged. Certificate on the examination of registers and cash.	Rule 825, Mysore Jail Manual.	5 years ...	do ...	Half sheet foolscap size books (merely stitched not bound into books) of 4 sheets each	60 books per year.	do ...	...	30	30	...	...	...	...	...	..	...	...	60	do 73
74	Annual Returns I to XVII, A. B. C. D. General Summary XII A and XII B.	Rule 829, Mysore Jail Manual.	5 do ...	do ...	White paper size as per sample.	6 forms of each kind.	do ...	...	3 forms of each kind	3 forms of each kind	...	..	...	...	...	..	...	...	6 of each kind	do 74
	OTHER REGISTER AND FORMS IN USE IN JAIL AND CONSIDERED NECESSARY TO BE PRINTED AND SUPPLIED.																			
75	Tower chit of prisoners to be released.	...	2 years ...	Jail ...	Foolscap paper books size about 5" × 9" books of 100 sheets each.	18 books per year.	1st July ...	...	12	6	...	...	...	...	...	...	...	...	18	do 75
76	Tower chit of prisoners to undergo solitary confinement.	...	2 do ...	do ...	do ...	3 books per year.	do ...	...	2	1	..	...	...	...	.	...	...	...	3	do 76
77	Tower chit of prisoners whose sentences are to be suspended	...	2 do ...	do ...	do ...	2 books per year	do ...	...	1	1	..	...	...	...	...	...	...	..	2	do 77
78	Tower chit of prisoners to be sent to courts.	...	2 do ...	do ...	do ..	18 books per year.	do ...	...	12	6	...	...	..	...	...	...	...	...	18	do 78
79	Indent on contractors for articles.	...	2 do ...	Jail and Jail Manufactory	do ...	60 books per year.	do ...	...	40	20	...	...	...	...	...	..	...	...	60	do 79
80	Stock Book of Miscellaneous Articles.	...	Permanent	Jail ...	Half sheet foolscap size, books of 100 pages each.	2 books per year.	do ..	...	1	1	...	...	...	...	...	...	...	...	2	do 80
81	Register showing the number of Civil and Military Station prisoners confined on each day of the month.	...	do ...	do ..	do ...	1 book for 8 years.	do ...	...	1	...	...	...	...	...	...	...	...	...	1	do 81
82	Statement showing the number of Civil and Military Station prisoners confined on each day of the month.	...	To be sent to the District Magistrate, Civil and Military, Station, Bangalore.	do ...	Half sheet foolscap size ...	15 forms per year.	do ...	...	15	...	...	...	...	...	...	...	...	...	15	do 82

No. G. 4010-21—PRIS. 17-24-19, DATED 25TH SEPTEMBER 1928.

Serial No.	Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of papers and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
83	Register of Petitions made by prisoners.	...	2 years	Jail	Half sheet foolscap size books each of 100 pages.	3 books per year.	1st July	...	2	1	...	...	...	15	10	10	8	10	3	*Vide* sample form No. 83
84	Register of Letters written by prisoners.	...	do	do	do	3 books per year.	do	...	2	1	...	...	...	15	10	10	8	10	3	do 84
85	Register of petitions for interview granted with prisoners.	...	do	do	do	2 books per year.	do	...	1	1	...	...	...	15	10	10	8	10	2	do 85
86	Roll-call of Warders (the Attendance Register).	Rule 176 (2) Mysore Jail Manual.	do	do	Demi size badami paper books each of 100 pages.	2 books per year.	do	...	1	1	...	...	...	15	10	10	8	10	2	do 86
87	Duty Roster of Warders	do	do	do	do	2 books per year.	do	...	1	1	...	...	...	15	10	10	8	10	2	do 87
88	Warders' Punishment Book	do	do	do	Half sheet foolscap size books each of 100 pages.	3 books per year.	do	...	2	1	...	...	...	15	10	10	8	10	3	do 88
89	Workshop Labour Register	do	do	Jail Manufactory.	do	45 books per year.	do	...	30	15	...	...	...	15	10	10	8	10	45	do 89
		LOCK-UPS (71	TALUK LOC	K-UPS, 6 DI	STRICT LOCK-UPS AND ONE SPECIAL		(LOCK-UP).													
1	Inspection Register of Lock-ups.		Biennial	Lock-up	Foolscap size 100 pages in a book.	88 books per year.	1st July	...		...	10	14	11	15	10	10	8	10	88	do 1
2	Lock-up Order Book	...	do	do	do	88 books per year.	do	...		...	10	14	11	15	10	10	8	10	88	do 2
3	Prisoners Punishment Book	...	do	do	do	88 books per year.	do	...		...	10	14	11	15	10	10	8	10	88	do 3
4	Convicts' Admission Register	...	Annually	do	As per sample form enclosed 100 pages in a book.	90 books per year.	do	...		...	10	16	11	15	10	10	8	10	90	do 4
5	Release Register.	...	do	do	do	88 books per year.	do	...		...	10	14	11	15	10	10	8	10	88	do 5
6	Register of Under-trial Prisoners.	...	do	do	do	90 books per year.	do	...		...	10	16	11	15	10	10	8	10	90	do 6
7	Lock-up register	...	do	do	do	90 books per year.	do	...		...	10	16	11	15	10	10	8	10	90	do 7
8	Labour Register	...	Biennial	do	do	90 books per year.	do	...		...	10	16	11	15	10	10	8	10	90	do 8
9	Stock Book of Government Stores.	...	do	do	do	90 books per year.	do	...		...	10	14	11	15	10	12	8	10	90	do 9
10	Indent for Prisoners' Clothing.	...	Annually	do	Half sheet foolscap	200 forms per year.	do	...		...	20	30	20	90	25	22	16	20	183	do 10
11	Palm Register	...	do	do	Half sheet foolscap books of 100 pages each.	126 books per year.	do	...		...	12	20	12	15	18	14	10	15	116	do 11
12	Register of ration Indent	...	do	do	Demi size	250 books per year.	do	...		...	40	50	34	45	40	40	25	15	290	do 12
13	Medical Officers Diary	...	Biennial	do	Half sheet size	88 books per year.	do	...		...	10	14	11	15	10	10	8	10	88	do 13

14	General summary of all classes of prisoners.	...	Annually ...	Lock-ups ...	Half sheet size ...	1330 forms per year.	1st July...	...	...	...	200	200	200	200	150	130	100	150	1330	*Vide* sample form No. 14
15	Statement No. I (disposal of convicts).	...	do ...	do ...	do ...	1330 forms per year.	do ...	...	...	...	200	200	200	200	150	130	100	150	1330	do 15
16	Statement No. II (offences committed and punishments inflicted.	...	do ..	do ...	do ...	1330 forms per year.	do ...	...	.	...	200	200	200	200	150	130	100	150	1330	do 16
17	Statement No. III (employment of convicts).	...	do ...	do ...	do ...	1330 forms per year.	do ...	...	...	...	200	200	200	200	150	130	100	150	1330	do 17
18	Warders Attendance Register	Mysore Lock-up Manual Appendix VI.	do ...	do ...	Half sheet book of 100 pages each.	7 books per year.	do ...	...	...	...	...	2	1	0	1	1	1	1	7	*Vide* serial No. 86 for Jail.
19	Ration Abstract Register ...	Rule 158 Mysore Jail Manual.	Biennial ...	do ...	Demy size white paper ...	90 books per year.	do ...	...	...	...	10	14	11	15	12	10	8	10	90	*Vide* sample No. 29 for jails.
20	Credit Statement Forms ...	...	Half-yearly	do ...	Quarter sheet ...	175 forms per year.	do ...	...	...	...	...	50	25	...	25	25	25	25	175	*Vide* sample form No. 52 for jails.
21	Statement of Expenditure ...	...	Quarterly...	do ...	Half sheet ...	175 forms per year.	do ...	...	...	...	..	50	25	...	28	25	25	25	175	do No. 21
22	Statement of Convicts surrendered. ...	...	Half-yearly	do ...	do ...	54 forms per year.	do ...	...	..	...	6	12	6	6	6	6	6	6	54	do No. 22, *Vide* sample form No. 8 for the Office of the Inspector-General of Prisons in Mysore.
23	Statement of Criminal Lunatics confined. ...	Sec. 466 and 471 Criminal Procedure Code.	do ...	do ...	do ...	54 forms per year.	do ...	...	...	...	6	12	6	6	6	6	6	6	54	do No. 23, *Vide* sample form No. 6 for the Office of the Inspector-General of Prisons in Mysore.
24	Statement of escapes of prisoners.	Appendix VI Mysore Lock-up Manual.	do ...	do ...	do ...	54 forms per year.	do ...	...	...	...	6	12	6	6	6	6	6	6	54	do No. 24, *Vide* sample form No. 7 for the Office of the Inspector-General of Prisons in Mysore.
25	Annual Returns Forms. .	do ...	Annually ...	do ...	As per samples enclosed already.	216 forms per year.	do ...	...	..	...	24*	48*	24*	24*	24*	24*	24*	24*	*216	do No. 25, *Vide* sample form No. 74 for jails.
26	Lock-up inspection report ...	do ...	do ...	do ...	do ...	1600 forms per year.	do ...	...	...	...	200	200	200	200	200	200	200	200	1600	do No. 26

* each

WD 1017—GPB—320—21-6-29

All communications, *re* Stationery rms not included in annual indents l be addressed to this office, and the intendent, Government Printing, for d forms due on indents. Correspnce *re* forms and stationery should separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 8th October, 1928.

No F. 4496.

GENERAL MISCELLANEOUS BRANCH
Fr 3053
11 OCT. 1928
Pris 17-24-20

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

R. Ranga Rao, Esq., B.A., B.L.,
General Secretary to the Government of Mysore
Bangalore.

Sir,

Adverting to G.O. No.G.4010-21/Pris.17-24-19, dated the 25th September 1928, regarding the printing of the - list of forms and registers pertaining to Prisons Department, I have the honor to state that only one list of same has been received and request that another copy of same - may kindly be sent early for reference, since the only one copy now sent, if given to the Press, will not be available in the Stationery Depot. And therefore I request that one more copy of same may be kindly sent early for execution.

I have the honor to be,
Sir,
Your most obedient servant,

B Cumming

Superintendent,

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 4010-21—Pris. 17-24-19. dated 25th September 1928.

List of forms required for use in the Prisons Department.

Approves of the —,— and issues instructions regarding their printing and supply.

READ—

Government Order No. 2139-292—E. A. G. 444, dated 19th May 1920, issuing instructions regarding the preparation of standard lists of forms for use in the several departments of the State.

2. Government Order No. G. 12235-92—E. A. 7-23-3, dated the 29th February 1924, directing that the standardization of the forms and Registers of certain departments be done by the Heads of Departments concerned and the lists so prepared be scrutinized in the Secretariat and action taken to issue the approved lists.

3. Correspondence ending with letter No. C. 71-23, dated 17th August 1928, from the Inspector-General of Prisons, regarding the forms and registers required for use in his Department.

ORDER NO. G. 4010-21—PRIS. 17-24-19, DATED 25TH SEPTEMBER 1928.

The list of forms and registers required for the Prisons Department prepared by the Inspector-General of Prisons on the lines laid down in the Government Order read above, is approved and appended to this order. These forms and registers will be printed and supplied by the Government Press direct to the office of the Inspector-General of Prisons, Superintendents of the Jails at Bangalore and Mysore and Deputy Commissioners of Districts as shown in the list.

2. As the normal requirements of the Department in respect of these forms and registers have been approximately fixed, Government desire that the annual indents which involve much labour should be dispensed with. The Superintendent, Government Printing and Stationery Depot will accordingly print and supply in July of the year in which the forms and registers are required, the quantity shown in the list.

3. The numbering adopted in the standard list should not be altered and forms sanctioned in future should be given distinctive numbers.

4. Samples of these forms and registers furnished by the Inspector-General of Prisons are sent herewith to the Superintendent, Stationery Depot. When copies are struck off four sets of these should be maintained in files for purpose of reference. One in the Press, one in the Stationery Depot, one in the Office of the Inspector-General of Prisons and the fourth in the General and Revenue Secretariat. The set maintained in the Government Press may be bound in the form of a loose leaf book, so that the sample required, may be taken out easily for being passed on to the working branch and when printed copies are ready, a copy of the last printed set substituted as sample in the proper place. In order to keep the file of samples in the Press up to date, the Inspector-General of Prisons is requested to send to the Superintendent, Government Press, a fresh sample every time any alteration is authorised in an existing form. When a new form is sanctioned, the Inspector-General of Prisons should in addition to sending a sample, send the particulars required in order to bring it to the standard list. The Press should, in printing copies of the same, send a copy to every one of the other three offices where sample files are maintained.

R. RANGA RAO,
General Secretary to Government.

To—The Inspector-General of Prisons.
The Deputy Commissioners of Districts.
The Superintendent, Government Printing.
The Superintendent, Stationery Depot.
The Inspector of Office Systems.

Exd.—P. S. R. N.

List of Forms and Registers of the Prisons Department.

Serial No.	Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
					OFFICE OF THE INSPECTOR-GENERAL OF PRISONS IN MYSORE, BANGALORE.															
1	Annual return Forms from 1 to 24.	Rule 829 of the Mysore Jail Manual.	Annual ...	Office of the Inspector-General of Prisons in Mysore, Bangalore.	As per samples sent ...	50 forms of each kind per year.	1st July ...	50 forms of each kind.	...	...	..	...	...	...	...	..	...	...	50 each	*Vide* sample form No. 74 for Jails.
2	Statement of Questions for Inspection of Jails.	G. O. No. 43-E A. G., dated 29th January 1916.	do ...	do ...	do ...	100 per year...	do ...	100 forms	...	...	...	...	...	...	...	...	...	...	100	*Vide* sample form No. 2.
3	Do of the Office of the Lock-ups.	.....	...	...	.....	100 per year...	do ...	100	...	...	...	...	...	...	...	...	...	...	100	do 3
4	Do of the Office of the Inspector-General of Prisons.	.....	...	...	.. ...	100 per year...	do ...	100	...	..	..	...	...	...	...	...	...	...	100	do 4
5a 5b	Facing sheets for files ..	As per record Manual rules.	Annual ...	Office of the Inspector-General of Prisons in Mysore, Bangalore.	As per samples sent ...	2,000 forms per year.	do ...	1,000 forms of each kind.	...	...	...	...	...	...	...	...	...	...	2,000	do 5a and b
6	Return of Criminal Lunatics	Para XVII of Government Notification No. J. 3674-Pris. 9-16-8, dated 17th April 1917.	Half-yearly	do ...	do ...	50 per year ..	do ...	50	...	...	...	...	...	...	...	...	...	...	50	do 6
7	Statement of escapes of prisoners.	G. O. No. 5662-73-Pris. 3-21-27, dated 10th June 1922.	do ...	do ...	Half-sheet do ...	50 per year ...	do ...	50	...	...	...	...	...	..	..	..	...	...	50	do 7
8	Statement of prisoners surrendered.	G. O. No. J. 2578-Cts. 111-08-18, dated 9th March 1909.	do ...	do ..	do ...	50 per year ...	do ...	50	...	...	...	...	...	...	...	...	...	...	50	do 8
9	Arms and Ammunition Indent forms.	Rule 833 of the Mysore Jail Manual.	Annual ...	do ...	do ...	10 forms per year.	do ...	10 forms...	...	...	...	...	...	...	...	...	...	..	10	do 9
10	Forms of Statistics of the local-self defence scheme.	G. O. No. G. 7331-G. M. 289-10-5, dated 15th June 1911.	do ...	do ...	do ...	10 per year ...	do ...	10	...	...	...	...	..	...	...	..	...	...	10	do 10

No. G. 4010-21--Pris. 17-24-19, dated 25th September 1928.

JAILS.

1	Official and Non-official Visitors' book.	Section 21 (4) Prisons Act, Rule 19, Mysore Jail Manual.	12 years ...	Jail ...	Half sheet, foolscap size books each of 100 pages.	Once in 6 years	1st July...	...	1	1	...	...	...	...	...	...	...	..	2	*Vide* form	sample No. 1
2	Superintendent's Diary ...	Rule 29, Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap size books each of 100 pages.	4 books per year	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	2
3	Medical Officer's Diary ...	Rule 50, Mysore Jail Manual and section 41, Prisons Act.	do ...	do ...	do ...	do ...	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	3
4	Sub-Assistant Surgeon's Diary.	Rule 66, Mysore Jail Manual.	do ...	do ...	do ...	do ...	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	4
5	Jailor's, Matron's, or Chief Warder's Diary.	Rules 152, 166 and 176, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year of each kind.	do ...	...	6	6	...	...	...	...	..	...	...	...	12	do	5
6	Jail Order Book ...	Rule 771, Mysore Jail Manual.	Permanent.	do ...	do ...	2 books per year	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	6
7	Convict Register ...	Section 21 (1) and (5), Prisons Act and Rule 772, Mysore Jail Manual.	do ...	do ..	To be printed in printing royal paper only of the size of 24"×16" and bound in leather books, each of 100 pages.	17 do ...	do ...	...	12	5	...	...	..	...	...	...	...	...	17	do	7
8	Register of Under-Jail Prisoners.	Rule 773, Mysore Jail Manual.	12 years ...	do ...	do ...	6 do ...	do ...	..	4	2	...	...	..	...	...	...	...	...	6	do	8
9	Register of Civil Prisoners...	Rule 774, Mysore Jail Manual.	do ..	do ...	do ...	2 books for two years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	9
10	Release Register of Prisoners	Rule 775, Mysore Jail Manual and section 21 (2), Prisons Act.	do ...	do ...	Half sheet, foolscap size books each of 100 pages.	4 books per year	do ...	....	2	2	...	...	...	...	...	..	...	...	4	do	10
11	Release Diary and Batta Book.	Rule 776, Mysore Jail Manual.	Permanent.	do ...	Machine-made white paper 17"×26" books each of 100 pages.	2 do ...	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	11
12	General Abstract of Prisoners	Rule 777, Mysore Jail Manual.	5 years ...	do ...	Machine made white paper 17"×26" books each of about 64 pages.	2 books for 5 years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do	12
13	Lock-up Register ...	Rule 778, Mysore Jail Manual.	do ...	do ...	Machine made paper, demy size books, each of 100 pages.	3 books per year	do ...	...	2	1	..	...	...	...	...	...	...	...	3	do	13
14	Labour Register ...	Rule 779. Mysore Jail Manual.	do ...	do ...	do do ..	do ...	do ...	...	2	1	...	...	...	...	...	...	...	...	3	do	14
15	Remission Sheets of Convicts	Rule 780, Mysore Jail Manual.	One year after release	do ...	Half sheet, foolscap size books, each of 100 pages.	13 books per year	do ...	...	10	3	...	...	..	...	...	...	...	...	13	do	15
16	Prisoners Punishment Book	Rule 781, Mysore Jail Manual and section 21 (3) and 47, Prisons Act.	12 years ...	do ...	do do ...	4 do ...	do ...	...	3	1	...	..	...	...	...	...	...	...	4	do	16
17	Clothing Register ...	Rule 782 Mysore Jail Manual.	5 years ...	do ...	Demi size white paper books, each of 100 pages.	3 books per year.	do ...	2	1	...	...	...	...	...	...	...	...	...	3	do	17
18	"From" Register ...	do 783 do ...	Permanent	(1)Jail (2)Jail Manufactory and (3) Jail Hospital.	Foolscap size books, each of 200 pages.	10 books per year.	do ..	6	4	...	....	...	...	...	...	...	...	...	10	do	18
19	"To" Register ...	do 783 do ...	do ..	do ...	do ...	10 books per year	do ...	6	4	...	...	...	...	...	...	...	...	...	10	do	19
20	Defaulter Book ...	do 128 do ...	12 years ...	do ...	do of 100 pages each ...	3 books per year	do ...	2	1	...	...	...	...	...	...	...	...	...	3	do	20
21	Register of articles of uniform received and issued to warders.	do 786, Mysore Jail Manual.	5 years ...	do ...	Foolscap size books, each of 100 pages.	2 books for 6 years.	do ...	1	1	...	...	...	...	...	...	...	...	...	2	do	21

Serial No.	Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed.	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
22	Ammunition Register ...	Rule 757 Mysore Jail Manual.	5 years ...	Jail ...	Foolscap size books, each of 100 pages.	2 books for 10 years	1st July ...	1	1	..	...	...	...	...	...	...	..	2	*Vide* sample form No. 22
23	Ball Practice Register ...	Do 788 do ...	do ...	do ...	do ...	2 books for five years.	do ...	1	1	...	...	...	...	...	...	...	...	2	do 23
24	Register of persons other than prisoners and warders in charge of prisoners passed through the main gate.	Do 190 and 789, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year.	do ...	1	1	...	...	...	...	..	...	...	...	2	do 24
25	Register of Prisoners and Warders in charge of prisoners passed through the main gate.	do ...	do ...	do ...	do ...	5 books per year.	do ...	3	2	...	...	...	...	...	...	...	...	5	do 25
26	Register of Articles passed through the main gate.	do ...	do ...	do ...	do ...	5 books per year.	do ..	3	2	...	...	...	...	...	...	...	...	5	do 26
27	Stock Book of Stores and Dead Stock.	Rule 790, Mysore Jail Manual.	Permanent	do ...	Half sheet, foolscap size, to be printed in thick paper and bound into books, each of 500 pages.	3 books for 12 years.	do ...	2	1	...	...	...	...	...	..	...	...	...	3	do 27
28	Daily Ration Indent Register.	Do 791 do ..	2 years ...	do ...	8½ "×13" Badami paper and 31 or 32 sheets stitched into books (need not be bound).	24 books per year.	do ...	12	12	...	...	...	...	...	...	...	...	...	24	do 28
29	Abstract of Daily Ration Indent and Issue Registers of the Jail and Jail Hospital.	Do 791, 819(2), Mysore Jail Manual.	12 years ...	do ...	Demy size, white or badami paper bound into books of 100 pages each.	2 books per year.	do ...	1	1	...	...	...	...	...	...	...	...	...	2	do 29
30	Office Cash Book ...	Do 793 and 796, Mysore Jail Manual.	Permanent	(1) Jail, and (2) Jail Manufactory	To be printed in demy size thick white or royal paper and bound into books, each of 100 pages.	2 books for 8 years.	do ...	1	1	...	...	...	...	...	..	...	...	...	2	do 30
31	Certificate of Batta, etc, to released prisoners.	Do 819(8) Mysore Jail Manual.	Attached to D. C. bills only	Jail ...	½ sheet of foolscap paper ...	60 forms per year.	do ...	30	30	...	...	...	...	...	...	...	...	...	60	do 31
32	Indent for the Supply of Uniform to the Warder's Establishment.	Do 128 do ...	5 years ...	do ...	½ sheet foolscap paper ...	12 forms per year.	do ...	6	6	...	..	...	...	...	...	...	...	..	12	do 32
33	Form of Security Bond where cash is deposited.	Rule 187 of the Mysore Jail Manual.	As long as the office holds the surety and 6 months thereafter.	do ...	Royal paper Demy size ...	12 forms per year.	do ...		8	4		...	...	...	...	...	...	...	12	do 33
34	Form of Security Bond where securities are deposited.	Do 187, Mysore Jail Manual.	do ...	do ...	do ...	12 forms per year.	do ..	...	8	4	...	...	...	...	...	...	...	...	12	do 34

5	Certificate of admission of prisoners.	Do 224 and 439, Mysore Jail Manual.	2 years ...	do ...	Badami paper about 5½"×7" ...	2,600 forms per year.	do ...	...	2,000	600	...	...	...	..	...	..	...	...	2,600	do	85
6	Nominal Roll of Prisoners ...	Do 440, 412 (2) 465, 466 and 765, Mysore Jail Manual.	2 years and 5 years in the case of transferred prisoners.	do ..	Half sheet, foolscap paper size, Badami or foolscap paper.	140 forms per year.	do ...	...	100	40	...	...	...	...	...	...	...	...	140	do	86
7	Convict History Tickets ...	Rule 227 (1), Mysore Jail Manual.	As long as the convict is in Jail and two years after his release.	do ...	Half sheet, foolscap size for those sentenced to less than one year, and full sheet size for other convicts.	1,400 forms per year.	do ...	...	1,000	400	...	...	...	...	...	...	..	...	1,400	do	87
8	Cell Door Ticket ...	Rule 677, Mysore Jail Manual.	2 years ..	do ...	Foolscap or Badami paper of about the size of 4"×6".	160 forms per year.	do ...	...	100	60	...	...	...	...	...	..	...	...	160	do	88
9	Convict's application for copy of Judgment.	Rule 360 (1), Mysore Jail Manual.	do ...	do ...	¼ sheet foolscap size paper ...	1,200 forms per year.	do ..	...	800	400	...	...	...	..	...	...	...	...	1,200	do	89
0	Form of medical certificate of fitness to undergo solitary confinement or undertake journey, etc.	Rule 675, 746, 747 and 440 (a), Mysore Jail Manual.	do ...	do ...	do ..	150 forms per year.	do ...	...	100	50	...	...	...	...	...	...	...	...	150	do	40
1	Descriptive roll of prisoners to be released.	Rule 464 Mysore Jail Manual.	Will be sent to Police.	do ...	¼ sheet, foolscap size paper white or Badami paper.	1,600 forms per year.	do ...	...	1,000	600	...	...	...	...	...	...	...	..	1,600	do	41
2	Form of conditional release ...	Rule 308 and 309, Mysore Jail Manual.	About 6 years.		To be printed on Royal Demy paper.	45 forms per year.	do ...	...	30	15	...	...	...	...	...	...	...	...	45	do	42
3	Form of release on medical grounds.	Rule 467, Mysore Jail Manual.	do ...	do ..	do ...	25 forms per year.	do ...	...	15	10	...	...	...	..	...	...	...	...	25	do	43
4	Register of under-trial prisoners sent to Courts.	Rule 660 (II) Mysore Jail Manual.	2 years from date of last entry.	do ...	Half sheet, foolscap size paper white or Badami paper books each of 100 pages.	4 books per year.	do ...	...	2	2	...	...	...	...	...	...	...	...	4	do	44
5	Stock book of raw materials ..	Rule 841 Mysore Jail Manual.	12 years ...	Jail Manufactory.	Half sheet, foolscap size, books each of 200 pages.	2 books per year.	do ...	...	1	1	...	...	..	...	...	...	...	...	2	do	45
6	Stock book of manufactured articles.	Rule 846 and 847, Mysore Jail Manual.	do ...	do ...	do ...	4 books per year.	do ...	..	2	2	...	...	...	...	...	...	...	..	4	do	46
7	Individual ledger of credit sales.	Rule 862, Mysore Jail Manual.	do ...	do ...	do ...	2 books per year.	do ...	...	1	1	...	...	...	..	..	...	...	...	2	do	47
8	Day Book of Credit Sales ...	Rule 847, Mysore Jail Manual.	Permanent.	do ...	Half sheet, foolscap paper size thick white paper books, each of 200 pages.	2 books per year.	do ..	...	1	1	...	...	...	...	...	...	...	...	2	do	48
9	Day Book of Realization ...	Rules 847 and 859, Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap paper size thick white paper books each of 200 pages, *i. e.*, 4 quires.	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	..	...	2	do	49
0	Register of Inter and Intra Departmental supplies.	Rule 847 and 860 (2) Mysore Jail Manual.	do ...	do ...	Half sheet, foolscap paper size thick white paper books, each of 100 pages.	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	...	...	2	do	50
.	Register of Manufacturing Implements, etc.	Rule 865, Mysore Jail Manual.	do ...	do ..	Half sheet, foolscap paper size thick white paper books each of 200 pages, *i. e.*, (4 quires).	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	...	...	2	do	51

Serial No.	Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of paper and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
2	Statement of amounts realised in cash or adjusted by book transfer.	Rule 856 (2), Mysore Jail Manual.	5 years ...	Jail and Jail Manufactory	Half sheet foolscap paper size, thick white paper, books of 100 pages (2 quires).	2 books once in 8 years and also 90 forms per year.	1st July ...	...	Book 1 and 50 loose forms	Book 1 and 40 loose forms.	...	...	...	...	...	...	...	...	Books 2 and 90 loose forms.	*Vide* sample form No. 52.
3	Register of moneys remitted to the Treasury.	Rule 859 (5), Mysore Jail Manual	2 do ...	do ...	Halfsheet foolscap paper size, thick white paper books of about 50 pages.	6 books per year.	do ...	...	4	2	...	...	...	...	...	...	...	...	6	do 53
4	Indent for raw materials ...	Rule 842, Mysore Jail Manual.	5 do ...	Jail Manufactory.	Badami paper about "6×4" books of 100 pages each.	25 books per year.	do ...	..	15	10	...	...	...	...	...	...	...	...	25	do 54
5	Register of orders for execution in the Manufactory Department.	Rule 849 Mysore Jail Manual.	5 do ...	do ...	Half sheet foolscap size foolscap paper book of 100 pages each.	2 books per year	do ...	...	1	1	..	...	.	...	...	...	...	..	2	do 55
6	Bill Forms ...	Rule 860 (1) and 863, Mysore Jail Manual.	2 do ...	Jail and Jail Manufactory	Half sheet foolscap size foolscap paper book of 100 pages each.	12 books per year.	do ...	...	8	4	...	...	...	...	...	...	...	...	12	do 56
7	Gate Pass ...	Rule 189 (2), Mysore Jail Manual	2 do ...	do ...	White foolscap paper books, 5"×9" of 100 pages each.	140 books per year.	do ...	...	100	40	...	...	...	..	..	...	...	...	140	do 57
8	Receipt Book ...	Rule 858, Mysore Jail Manual.	2 do ...	do ...	White paper size 8"×4" books of 100 pages each.	18 books per year.	do ..	...	12	6	...	...	...	...	...	..	...	...	18	do 58
9	Hospital Register of Inpatients.	Rule 524 and 868 Mysore Jail Manual.	12 do ...	Jail Hospital	Half sheet foolscap size white paper books each of 100 pages.	2 books per year.	do ..	...	1	1	...	...	...	...	...	...	...	...	2	do 59
10	Hospital Register of Out-patients.	Rule 524 and 869, Mysore Jail Manual.	do ..	do ..	Demy size white paper books of 100 pages each.	6 books per year.	do ...	...	4	2	...	...	..	...	...	...	...	...	6	do 60
11	Invalid Gang Register ...	Rule 550 and 870, Mysore Jail Manual.	do ...	do ...	Half sheet foolscap size books, each of 100 pages.	2 books once in three years.	do ..	...	1	1	...	..	...	...	..	...	...	...	2	do 61
12	Vaccination Register ...	Rule 553, Mysore Jail Manual.	do ...	do ..	do ...	2 books for two years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 62
13	Hospital Roll of sick diets and extras.	Rule 560 and 871 Mysore Jail Manual.	do ...	do ...	do ...	2 books once in about eight years.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 63
14	Prescription Book ...	Rule 530 and 872, Mysore Jail Manual.	do ...	do ..	1/8 sheet foolscap size book, each of 100 pages.	18 books per year.	do ...	...	12	6	...	...	...	...	...	...	...	...	18	do 64
15	Hospital Cash Book ...	Rule 531, Mysore Jail Manual.	Permanent.	do ...	Half sheet foolscap size books of 100 pages each.	6 books per year	do ..	...	4	2	...	...	...	...	...	...	...	...	6	do 65
16	Bed side Tickets ...	Rule 541, Mysore Jail Manual.	2 years ...	do ...	Half sheet foolscap size paper	1,400 forms per year.	do ...	...	1,000	400	...	..	...	...	...	...	..	...	1,400	do 66
17	Daily Return of Epidemic sickness.	Rule 583, Mysore Jail Manual.	do ...	do ...	Do ...	150 forms per year (if necessary).	do ...	..	100	50	....	..	...	..	...	...	...	...	150	do 67

68	Register of Prisoners Inoculated against Plague.	Rule 676, Mysore Jail Manufactory.	12 years ...	do ...	Half sheet foolscap size books of 100 pages each.	2 books per year.	1st July ...	...	1	1	...	...	...	...	...	...	...	...	...	2	*Vide* sample form No 68,
69	Post Mortem Book ...	Rule 874, Mysore Jail Manufactory.	do ...	do ..	Do ...	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	...	...	...	2	do 69
70	Register of Deaths	Rule 875, Mysore Jail Manufactory.	Permanent	do ...	Do ...	2 books for 6 years.	do ...	...	1	1	...	...	...	...	..	...	...	...	...	2	do 70
71	Daily Ration Indent for Jail Hospital.	Rule 533 and 871, Mysore Jail Manufactory.	2 years ...	do ...	4th demy size, Badami paper books of 32 pages each.	24 books per year.	do ...	...	12	12	..	...	...	...	...	...	...	...	...	24	do 71
72	Abstract of Daily Ration Indent Register of Jail Hospital.	Rule 819 (2), Mysore Jail Manufactory.	12 do ...	do ...	Demy size, Badami paper, books of 100 pages each.	2 books for 3 years.	do ...	...	1	1	...	...	...	...	...	..	..	...	...	2	do 72
73	Monthly statistical returns. General summary statement No. I—Judicial, showing the number and disposal of convicts. Statement No. II Judicial showing the offences committed by convicts statement No. III financial, showing the employment of convicts. Statement No. IV showing the condition of prisoners discharged. Certificate on the examination of registers and cash.	Rule 825, Mysore Jail Manual.	5 years ...	do ...	Half sheet foolscap size books (merely stitched not bound into books) of 4 sheets each	60 books per year.	do ...	...	30	30	...	...	..	...	...	..	...	...	60	do 73
74	Annual Returns I to XVII, A, B, C, D, General Summary XII A and XII B.	Rule 829, Mysore Jail Manual.	5 do ...	do ...	White paper size as per sample.	6 forms of each kind.	do ...	...	3 forms of each kind	3 forms of each kind	...	..	...	...	...	...	...	...	6 of each kind	do 74
	OTHER REGISTER AND FORMS IN USE IN JAIL AND CONSIDERED NECESSARY TO BE PRINTED AND SUPPLIED.																							
75	Tower chit of prisoners to be released	...	2 years ...	Jail ...	Foolscap paper books size about 5" × 9" books of 100 sheets each.	18 books per year.	1st July ...	...	12	6	...	...	...	...	...	...	...	...	...	18	do 75
76	Tower chit of prisoners to undergo solitary confinement.	...	2 do ...	do ...	do ...	3 books per year.	do ...	...	2	1	..	...	...	..	.	...	...	...	...	3	do 76
77	Tower chit of prisoners whose sentences are to be suspended	...	2 do ...	do ...	do ...	2 books per year	do ...	...	1	1	..	...	...	...	...	...	...	...	..	2	do 77
78	Tower chit of prisoners to be sent to courts.	...	2 do ...	do ...	do ..	18 books per year.	do ...	...	12	6	..	...	..	...	...	...	...	...	...	18	do 78
79	Indent on contractors for articles.	...	2 do ...	Jail and Jail Manufactory	do ...	60 books per year.	do ...	...	10	20	...	...	...	...	...	..	...	...	...	60	do 79
80	Stock Book of Miscellaneous Articles.	...	Permanent	Jail ...	Half sheet foolscap size, books of 100 pages each.	2 books per year.	do ..	...	1	1	...	...	...	...	...	...	...	...	...	2	do 80
81	Register showing the number of Civil and Military Station prisoners confined on each day of the month.	...	do ...	do	do ...	1 book for 8 years.	do ...	...	1	..	...	...	...	...	...	...	...	...	...	1	do 81
82	Statement showing the number of Civil and Military Station prisoners confined on each day of the month.	...	To be sent to the District Magistrate, Civil and Military, Station, Bangalore.	do ...	Half sheet foolscap size ...	15 forms per year.	do ...	...	15	..	...	...	...	...	...	...	...	...	...	15	do 82

List of forms and Registers of the Prisons Department.

Name and designation of form	Authority under which prescribed	Period	Offices for which prescribed	Size and description of papers and of book or register	Intervals at which the forms are to be printed	The period of the year during which they are to be printed and supplied to the various offices	Office of the Inspector-General of Prisons in Mysore, Bangalore	Office of the Superintendent, Central Jail, Bangalore	Office of the Superintendent, Mysore Jail, Mysore	Deputy Commissioner, Bangalore District	Deputy Commissioner, Kolar District	Deputy Commissioner, Tumkur District	Deputy Commissioner, Mysore District	Deputy Commissioner, Hassan District	Deputy Commissioner, Shimoga District	Deputy Commissioner, Kadur District	Deputy Commissioner, Chitaldrug District	Total approximate number required in a year	Reference to sample form
Register of Petitions made by prisoners.	...	2 years	Jail ...	Half sheet foolscap size books each of 100 pages.	3 books per year.	1st July ...	...	2	1	...	...	...	...	...	...	...	...	3	*Vide* sample form No. 83
Register of Letters written by prisoners.	...	do ...	do ...	do ...	3 books per year.	do ...	...	2	1	...	...	...	...	...	...	...	...	3	do 84
Register of petitions for interview granted with prisoners.	...	do ..	do ...	do ...	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	..	...	2	do 85
Roll-call of Warders (the Attendance Register).	Rule 176 (2) Mysore Jail Manual.	do ...	do ...	Demi size badami paper books each of 100 pages.	2 books per year.	do ...	...	1	1	...	...	...	...	...	...	...	...	2	do 86
Duty Roster of Warders ...	do ...	do ...	do ...	do ...	2 books per year.	do ...	...	1	1	...	...	...	...	...	..	...	...	2	do 87
Warders' Punishment Book	do ...	do ...	do ...	Half sheet foolscap size books each of 100 pages.	3 books per year.	do ..	...	2	1	...	...	...	...	...	...	...	...	3	do 88
Workshop Labour Register ...	do ...	do ...	Jail Manufactory.	do	45 books per year.	do ...	...	30	15	...	...	...	...	...	...	...	...	45	do 89
	LOCK-UPS (71	TALUK LOC	K-UPS, 6 DI	STRICT LOCK-UPS AND O	NE SPECIAL	LOCK-UP).													
Inspection Register of Lock-ups.	...	Biennial ...	Lock-up ...	Foolscap size 100 pages in a book.	88 books per year.	1st July ...	...	...	...	10	14	11	15	10	10	8	10	88	do 1
Lock-up Order Book ...	...	do ...	do ...	do ...	88 books per year.	do ...	...	...	...	10	14	11	15	10	10	8	10	88	do 2
Prisoners Punishment Book	...	do ...	do ...	do ...	88 books per year.	do ...	...	...	...	10	14	11	15	10	10	8	10	88	do 3
Convicts' Admission Register	...	Annually ...	do ...	As per sample form enclosed 100 pages in a book.	90 books per year.	do ...	...	...	...	10	16	11	15	10	10	8	10	90	do 4
Release Register. ...	...	do ...	do ...	do ...	88 books per year.	do ...	...	...	...	10	14	11	15	10	10	8	10	88	do 5
Register of Under-trial Prisoners.	...	do ...	do ...	do ...	90 books per year.	do ...	...	...	...	10	16	11	15	10	10	8	10	90	do 6
Lock-up register ...	...	do ...	do ...	do ..	90 books per year.	do ...	...	...	...	10	16	11	15	10	10	8	10	90	do 7
Labour Register .	...	Biennial ...	do ...	do ...	90 books per year.	do ..	...	...	...	10	16	11	15	10	10	8	10	90	do 8
Stock Book of Government Stores.	...	do ...	do ...	do ...	90 books per year.	do ...	...	...	...	10	14	11	15	10	12	8	10	90	do 9
Indent for Prisoners' Clothing.	...	Annually ...	do ...	Half sheet foolscap ...	200 forms per year.	do ...	...	...	...	20	30	20	30	25	22	16	20	193	do 10
Pahra Register ...	...	do ...	do ...	Half sheet foolscap books of 100 pages each.	126 books per year.	do ...	...	...	...	12	20	12	15	18	14	10	15	116	do 11
Register of ration Indent ...	...	do ..	do ...	Demi size ...	290 books per year.	do ...	...	..	...	40	50	34	45	40	40	25	16	290	do 12
Medical Officers Diary ...	...	Biennial ...	do ...	Half sheet size ...	88 books per year.	do ...	...	...	...	10	14	11	15	10	10	8	10	88	do 13

General summary of all classes of prisoners.	...	Annually ...	Lock-ups ...	Half sheet size ...	1330 forms per year.	1st July...	...	...	...	200	200	200	200	150	130	100	150	1330	*Vide* sample form No. 14
Statement No. I (disposal of convicts).	...	do ...	do ...	do ...	1330 forms per year.	do ...	...	...	...	200	200	200	200	150	130	100	150	1330	do 15
Statement No. II (offences committed and punishments inflicted.	...	do ..	do ...	do ...	1330 forms per year.	do ...	...	..	...	200	200	200	200	150	130	100	150	1330	do 16
Statement No. III (employment of convicts).	...	do ...	do ...	do ...	1330 forms per year.	do ...	...	...	...	200	200	200	200	150	130	100	150	1330	do 17
Warders Attendance Register	Mysore Lock-up Manual Appendix VI.	do ...	do ...	Half sheet book of 100 pages each.	7 books per year.	do ...	...	...	...	...	2	1	0	1	1	1	1	7	*Vide* serial No. 86 for jail.
Ration Abstract Register ...	Rule 158 Mysore Jail Manual.	Biennial ...	do ...	Demy size white paper ...	90 books per year.	do ...	...	...	...	10	11	11	15	12	10	8	10	90	*Vide* sample No. 29 for jails.
Credit Statement Forms ...	...	Half-yearly	do ...	Quarter sheet ...	175 forms per year.	do ...	...	...	...	...	50	25	...	25	25	25	25	175	*Vide* sample form No. 52 for jails.
Statement of Expenditure ...	...	Quarterly...	do ...	Half sheet ...	175 forms per year.	do ...	...	...	...	..	50	25	...	28	25	25	25	175	do No. 21
Statement of Convicts surrendered. ...	...	Half-yearly	do ...	do ...	54 forms per year.	do ...	...	..	...	6	12	6	6	6	6	6	6	54	do No. 22, *Vide* sample form No. 8 for the Office of the Inspector-General of Prisons in Mysore.
Statement of Criminal Lunatics confined. ..	Sec. 466 and 471 Criminal Procedure Code.	do ...	do ...	do ...	54 forms per year.	do ...	...	...	...	6	12	6	6	6	6	6	6	54	do No. 23, *Vide* sample form No. 6 for the Office of the Inspector-General of Prisons in Mysore.
Statement of escapes of prisoners.	Appendix VI Mysore Lock-up Manual.	do ...	do ...	do ...	54 forms per year.	do ...	...	...	...	6	12	6	6	6	6	6	6	54	do No. 24, *Vide* sample form No. 7 for the Office of the Inspector-General of Prisons in Mysore.
Annual Returns Forms. .	do ...	Annually ..	do ...	As per samples enclosed already.	216 forms per year.	do ...	...	..	...	24*	48*	24*	24*	24*	24*	24*	24*	*216	do No. 25, *Vide* sample form No. 74 for jails.
Lock-up inspection report ...	do ...	do ...	do ...	do ...	1600 forms per year.	do ...	...	...	...	200	200	200	200	200	200	200	200	1600	do No. 26

* each

WD 1017—GIB—320—21-6-29

A. F. F. VI. GII

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *192*

Date of issue 18/10/28.

Signed by Mr. M.S

List of enclosures.....

Copied by .....

Examined by .....

Section Prisons

File No. 17-24

Serial No. 21

No. G. 49041

To The Superintendent of

Blakimery, Bangalore

Sir,

I am to refer to your

letter no F 446 Dated 9.10.28

regarding the list of forms a

registers of the Prisons dept

Sent with Govt G. 40010. 21

Prisons 17. 24. 19 Dated 28. 9.

I am directed to State that

the original list received from

the D. G. of Prisons was Sent

to the Press for execution and

that no other spare copy a

over

available. I am therefore to request you to transfer the Board text to the Press Section for early execution. Copies required for reference in your office will be sent along with the Government Bill when the printed copies are received from the Press.

Thanks

Yours Truly
E

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

'ed Bangalore, 11th December 1928.
12/12

No. F. 737.

GENERAL MIS... ...OJS &
13 DEC. 1928
Fm 4642
344

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

B. Ranga Rao, Esq., B.A., B.L.,
General Secretary to the Government of Myso
Bangalore.

Sir,

Referring to your letter No. G. 6937, dated the 7th instant, regarding the printing and supply of the list of forms and registers pertaining to prisons department I have the honor to atate that the same is under compose and that copies will be printed and supplied within a fortnight.

I have the honor to be,
Sir,
Your most obedient servant,

Superintendent

R.C.

Name and description of form.	Authority under which prescribed.	Period.	Offices for which prescribed.	Size and description of paper and of book or register.	Approximate number required in a year.	Reference to sample forms.	Remarks.
~~Sanitary Statistics.~~							
Annual returns from 1 to 24.	Rule 829 of the Jail Manual	Annual	Office of the I.G. of Prisons	As for samples already sent	6 each	From 1 to 24 as marked on the sample forms already sent	Sample forms are the same for jails & Lockups
Calendar of questions & inspection of Jails	G.O. No 43/E.A.G. dt 29.1.16	Do	Do	Do	10	2	
— do — of the Lockups					50	3	
— do — of the office of the I.G. of Prisons					6	4	
Nominal sheets for files	As per rules in the Record Manual	Do	Do	Do	250	5	
Return of criminal lunatics	Para XVII of Govt. Notification No 3674/Pris 9-16-8 dt 17.4.17	Half yearly	Do	Do	6	13	Sample forms as same for Jails & Lockups.
Calendar of escapes of prisoners	G.O. No 5662-73/ Pris 3-71-27 dt 10.6.22	Do	Do	Half sheet	6	14	
Calendar of prisoners surrendered	G.O. No 12578/ Pris III-08-18 dt 9.3.09	Do	Do	Do Do	6	21	
Forms for indenting arms and Ammunition	Rule 833 of the Jail Manual	Annual	Do	Do Do	6	23	Do.
List of Works for which provision has to be made in the R.E. Budget	Chief Engineers circular No I dt 22.1.1906	Do	Do	Full Sheet	25	24	
Form of Statistics of the rural Self-defence scheme	G.O. No 9733/ G.M. 287-10-5 dt 15.6.1911	Do	Do	Half sheet	4	25	

All other General and Financial forms in addition to the above - 25 forms - to be supplied annually.

Officials & non-officials Visitors' Book	Rule 19 of the Jail Manual	Annual	Offices of the Superintendents of the B.C. and Myp. Jails	Book of 100 pages of half sheet size	2 Books		+ Samp N		
Superintendents' Diary	Rule 29 of the Jail Manual	Do	Do	Size of printing Demi (in book form)	8 Books				
Medical officer's Diary	Rule 50 M.J.M.	Do	Do	Half Sheet	6 "				
Sub-Asst Surgeons' Diary	" 56 "	Do	Do	Do	6 "				
Jailors, Mahrais or Chief Warders' Diary	" 156, 166 " 176 M.J.M.	Do	Do	Do	20 "	Do	5		
Jail order Book	Rule 771 M.J.M.	Do	Do	Do	4 "	Do	6		
Convict Register	" 772 "	Do	Do	Printing Royal paper of 24" 18" and bound in leather into books of 100 pages each	50 "	Do	7	Col. no. 13 of the existing has to be omitted as finger are not taken in jails & Columns the widened as found n cessary from experien	
Register of undertrial prisoners	Rule 773 M.J.M.	Do	Do	Do	12 "	Do	8		
Do of Civil —Do—	" 774 "	Do	Do	Do	8 "	"	9		
Release Register of prisoners	" 775 "	Do	Do	Half Sheet foolscap size books of 100 pages each.	6 "	"	10		
Release diary & Abstract	" 776 "	Do.	Do	Machine made paper 17" x 22". Book of 100 pages	2 "	"	11		
General Abstract of prisoners	" 777 "	Do	Do	Do 17" x 26" Books of 65 pages	3 "		12	The 4 columns for undertrial prisoners should be widened subdivided into two each for males & females being shown separately. Similarly the last two cols viz "Total population" for the same purpose.	
Location Register	" 778 "	Do	Do	Machine made paper Demi size, books of 100 pages	24 "		13	New Sample form is herein enclosed as desire	
Labour Register	" 779 "	New	Do.	Do	8 "		14	2 new columns showing the Industries which are not carried on Jails have been omitted & the blank space is provided for Trade industries as many shall be	

Remission books	Rule 780 Mysore	Annually	Do.	Stamp or pasted wrapper	Foolscap Size Books of 100 pages	25 Books	No 15	Column indicating "postage on prisoners' letters" between Cols "Gratuity earned" & "Gratuity earned".
Prisoners' punishment Books	" 781 "	Do	Do	Do	Do	4 "	16	
Clothing Register	" 782 "	Do.	Do	White demi paper of 100 pages in each book.		4 "	17	
Defaulters Book	" 125 & 785	Do	Do	Half sheet Size Books		4 "	20	
Register of articles of uniforms received & issued to warders	" 786 "	Do	Do	Do		4 "	21	
Ammunition Register	" 787 "	Do	Do	Half sheet		2 "	22	The word "Cartridges" is to be added after "Revolver" in Col of the Statement.
Ball practice Register	" 788 "	Do	Do	Do		2 "	23	
Register of persons other than Prisoners & warders who passed through the main gate	" 190 & 789 "	Do	Do	Do		4 "	24	Heading in respect of prisoners in Kannada also as the Keeper who has to maintain these Registers is generally a warder who does not know English.
Register of prisoners & warders in charge of them who pass through this gate	Do	Do	Do	Do		6 "	25	
Register of articles passed through the gate	Do	Do	Do	Do.		6 "	26	
Stock book of Stores and dead Stock	" 790 "	Do	Do	Half sheet in book Shape of 300 pages each		2 "	27	
Daily Ration Indent Register	" 791 "	Do	Do	8½" x 19" Badami paper 31 or 32 lbs weight stitched into books with thin binding		48 "	28	
Abstract of daily rations Indents issue register of the jail &	" 791 & 819 "	Do	Do	Demi Size in books of		6 "	29 A	

Office Rule book	Rule 793 to 796 M.J.M.	Annually	Do	4 - Do	2 Boards	30	
Certificate of habitual drunkard to be released prisoner	- 819 -	Do	Do	1/4 sheet of foolscap paper	100 forms	31	
Indent for the supply of uniforms to the warders establishments	- 128 -	Do	Do	Half sheet foolscap paper	12 forms	32	
Form of Security bond where cash is deposited	- 137 -	Do	Do	Royal paper Delhi size	8 "	33	
Form of Security bond where Govt. Securities are deposited	- Do -	Do	Do	Do	Do	34	
Endorsement of security deposits	- 139 -	Do	Do	Half Sheet	8 forms	35	?
Certificate of admission of prisoners	- 224 & 439 -	Do	Do	5½" × 7" Badami paper	4000 "	36	To be perforated in the centre of the du
Nominal Rolls of prisoners	Rules 440, 465, 462 & 466 M.J.M.	Do	Do	Half Sheet foolscap size	300 "	37	
Convicts' history tickets	- 229 -	Do	Do	1/4 Sheet size	1000 "	38	
				1/2 — Do —	1000 "		
Cell door tickets	- 677 -	Do	Do	Either in Badami or white paper of 6" × 4"	300 "	39	
Indent forms for jail & hospital clothing	- 360(1) -	Do	Do	Full Sheet foolscap size	10 "	40	?
Convicts' application for copy of judgment	- 401 -	Do	Do	1/4 Sheet foolscap size	2000 "	41	
Forms of medical certificate of fitness to undergo Solitary confinement	- 675, 746 747 & 440 -	Do	Do	Do	300 "	42	
Descriptive Rolls of prisoners to be released	- 464 -	Quarterly	Do	Half sheet foolscap	400 "	43	

42 ✓	Form of conditional release of prisoners	Rules 308 + 309 M.J. Act	Half yearly	only in Bde Jail	To be printed on Royal Demi paper	6 forms	Sample form No 44		To be printed booklet in English & Kannarese as per Rule 309 M
43 ✓	—Do—	" 467 "	Do	Do	Do	25 "	45		—Do— Do ——
44 ✓	Register of undertrial prisoners Subdl Courts	" 606(2) "	Annually	B. & Emporejails	Foolscap Half Sheet	6 Books	46		Kannarese may be printed in Kan.
✓ 45	Medical Case of Convicts	" 754 "	Do	Do	" Do	12 forms	47		?
46 ✓	Stock book of raw materials	" 841 "	Do	Do	with 200 pages in a book	4 Books	48		
47 ✓	Stock book of manufactured articles	" 846 & 847 "	Do	Do	Full Sheet size in books of 100 pages each	6 "	49		
✓ 48	Individual ledgers of credit Sales	" 862 "	Do	Do	Half Sheet	4 "	50		
✓ 49	Day book of credit Sales	" 847 "	Do	Do	—Do— with 200 pages in a book	4 Books of 49 pages each	51		
✓ 50	Day book of realisations	" 847 & 859 "	Do	Do	Do	Do	52		
✓ 51	Register of Inter & Intra departmental Supplies	" 847 (3) 2860 (2) M.J.M	Do	Do	—Do— 100 pages in each book	4 Books	53		Between cols 3 & 4 two other columns may be opened as "Articles supplied" and "Reference page in Stock Book or Indent."
52 ✓	Register of manufactory plants & implements &c	" 865 "	Do	Do	Half Sheet books of 200 pages each	4 "	54		
53 ✓	Statement of amount realised in cash or adjusted by book transfer	856 (2) "	Do	Do	Half Sheet in books of 100 pages	2 "	55		The revenue head "Sale proceeds of weights and measures" will be removed from the existing as the Municipality is dealing with this Register may be substituted by Financial Form No 77 now in which serves the purpose
54 ✓	Register of monies remitted to the Treasury	859 (5) "	Do	Do	Half Sheet size in books of 50 pages	4 "	56		
55 ✓	Indents for raw materials	" 842 "	Do	Do	In Board and paper about 6" x 14" Books of 100 pages	30 "	57		In this form the "Value" column will be omitted as the Majority indents for raw materials

Register of ord ers for execution in the Mann ers						
Lecture Register.	849	Do	Do	Half Sheet foolscap size books of 100 pages each	2	58
Bill Forms	860 & 863 (3) W.J.M.	Half yearly	do	Half sheet foolscap size Books of 100 pages each	18 Books	59
Gate Pass	1896 (2)	Annually	Do	White foolscap 5" x 9" in books of 100 pages each	200	60
Receipt Book	858	Do	Do	White paper 8" x 4" Books of 100 pages each	30	61
Half yearly Statement of Cash and debts due to & by the Gaol	886	Half yearly	Do	Half Sheet size	8 Forms	62
Hospital Register of in-patients	524 & 868	Annually	Do	Half sheet foolscap size Book of 100 pages each	4 Books	63
Do out patients	524 & 869	"	"	Demi Size, white paper. Books of 100 pages each	8	64
Invalid Gang Register	550 & 870	"	"	Half sheet foolscap size of 100 pages in a book	4 of 4 quires each	65
Vaccination Register	553	"	"	Do	2 Books	66
Hospital Roll of Sick addicts	530 & 871	"	"	"	2	67
Prescription Book	530 & 872	"	"	1/8 Sheet of 100 pages in a book	24	68
Hospital Case Book	531	"	"	Half sheet foolscap of 100 pages in a book	8	69
Bedside tickets	541	"	"	Half Sheet foolscap size	2000 forms	70

widened & a new column "Pa in Stores book of Raw materi may be inserted after the C "Value". In the 3rd form the C column shown on page No 12 Vol II M.J.M may be printe

The 2 columns "Date of com - pletion of order" & "Date passed into Stores" may be omitted & a column "Date of commencement of the ord be substituted.

1.

?

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
this cases				foolscap	200 forms		71
Register of prisoners in-enlabed against plague	876	Do	Do	100 pages in book form	2 Books		72
Postmortem Book	874	"	"	"	2 "		73
Register of deaths	875	Do	Do	Do	2 "		74
Daily Ration Indent for Jail Hospital	533 and 871/M.J.4	Do	Do	1/4 Demi Size Badami paper books of 32 pages each.	24 Books		75
Abstract of daily Ration Indent Register of Jail Hospital	819	Do	Do	Demi Size Badami paper Books of 100 pages	4 "		76
1) General Summary							
2) Statement No I Judicial showing the number and disposal of convicts							
3) Statement No II Judicial Showing the offences committed by Convicts	Rule 825 M.J.M.	quarterly	Do	Half Sheet foolscap size Stitched (not bound) of 4 Sheets each.	15 Books		77
(4) Statement No III (Financial) Showing the employment of convicts							
5) Statement No IV showing the condition of							

The change proposed is that the foot note in Statement No 4 may be expunged as the instructions therein are now observed in practice. In support of this, it is evident to refer to Cols 8 to 14 of Statement No I of the Annual Reh

	From I to XVIII, Schedules A, B, C & D, General Summary, XII A & XII B.	8-29	Annually	B.C. & Impose Jails	White paper & Forms as per sample of each kind		Sample Form No 78	
	Other Registers and Forms in use in Jails & considered necessary and to be printed & supplied.							
77	Tower chit for prisoners to be released		Annually	B.C. & Impose Jails	Foolscap paper, book size, about 24 Books 5"x9" - Books of 100 pages each		79	
78	Tower chit for prisoners to undergo solitary confinement		Do	Do	"	4	80	
79	Tower chit for prisoners whose Sentences are to be Suspended		Do	Do	"	2	81	
80	Tower chit for prisoners to be sent to Courts		Do	Do	"	24	82	
81	Indent on Contractor for articles		Do	Do	"	75	83	
82	Check book of miscellaneous articles		Do	Do	Half Sheet Foolscap Size, Books of 100 pages each	2	84	Required under Jail Rules
83	Register Showing the number of Convicts in Station prisoners confined on each day of the month		Do	B.C. Jail	Half Sheet Foolscap Size	1	85	

84 ✓	Statement showing the information mentioned in Serial No 83 of the list	—	Do (Annually)	(B. C. Mail)	Half Sheet foolscap size	16 Forms	No	86.
85 ✓	Register of petitions made by the prisoners	—	Do	B. C. and Myapore daily	Half sheet foolscap of 100 books of 100 pages each	4 Books		87
86 ✓	Register of letters written by prisoners	—	Do	Do	Do	4 —		88
87 ✓	Register of petitions &c interviews (granted) to prisoners	—	Do	Do	Do	2 —		89
88 ✓	Roll call of warders (Attendance Register)	8 = 176 (2) Do J. M.	Half yearly	Do	Demi Size — Badami paper Books of 100 pages each	2 —		90
89 ✓	Duty Roster of warders	Do	Do	Do	Do	2 —		91
90 ✓	Warders punishment book	Do	Do	Do	— Do — (Half Sheet)	2 —		92
91 ✓	Workshops labor Register	—	Annually	Do	Do	6.0 —		93

P.S. For quarterly and half-yearly Returns please see Samples furnished with Serial Nos 15 to 18 of the Office of the Inspector General of Prisons (25 Copies of each are required annually).

Inspection Register of Lockups	–	Biennial	Lockups	Foolscap Size – 100 pages in a book	82 Books		No. 1	Sample form Cy Locks
Lockup order book	–	do	–	do	82	–	2	
Prisoners punishment Book	–	–	–	–	82	–	3	
Convicts admission Register	–	Annually	–	As per sample forms enclosed 100 pages in a book	82	–	4	
Release Register	–	–	–	–	82	–	5	
Register of undertrial prisoners	–	–	–	–	82	–	6	
Lockup Register	–	–	–	–	82	–	7	
Labor Register	–	Biennial	–	–	82	–	8	
Stockbook of Government Stores	–	–	–	–	82	–	9	
Indent for prisoners Clothing	–	Annually	–	Half Sheet Foolscap	200 forms		10	
Pakwara Register	–	do	–	– do – of 100 pages in each book	82 Books		11	
Register of Ration Indent (forms)	–	Do	–	Demi Size of 100 pages	62	–	12	To be stitched into of 32 sheets in each
Medical Officers Diary	–	Biennial	–	Half Sheet Size	82	–	13	

Bangalore
6th February 1925

W Thomson
Inspector General of Prisons

Annual return forms	As per article 829 of the Mysore Jail manual.	Required every year	Office of the I.G. of prisons	As per Sample enclosed.	6 each.	1 to 24 as marked in red ink on the Sample forms bundle.	Sample forms are the same for jails and Lockups also.
Statement of questions for inspection of Jails	G.O. No 43/E&G dt 29-1-1916	"	"	"	10	2.	"
Do — of the Lockups.	"	"	"	"	25	3	"
Do — of the I.G. of prisons office.	"	"	"	"	4	4.	"
Facing Sheets for ~~files~~ files.	As per Rules laid down in Record manual.	"	"	"	125	5	"
Statement of touring and inspection forms	G.O. No. 143/E&G. dt 24/9/16	"	"	"	25	6	"
Business statistics forms for the half year ending	G.O. No. 688-726/E&G 8-15-1 dt 28 October 15	"	"	"	6	7. 7(A)	The two parts of the printed abstract of returns of Jails etc.
Forms of table of contents	Office rules of Procedure	"	"	"	200	8	—
Proposal for 1st and further insurance	Insurance rules	"	"	"	15	9. General	X
Facing sheets.	As per rules laid down in record manual	"	"	"	50	10	"
ial reports of appointed Officers	G.O. No. G 5256-93/GM 233-14-1 dt 23-4-14	"	"	"	4	11	General X
ial reports of	G. 3137-76/GM.	"	"	"	6	12.	"

nent for forms + Stationery. Rules 23 of Stationery Rules	"	"	"	"	2 each.	Chennai
" paste on Covers	"	"	"	"	1000	"
5 + 6 forms of the G R B.	G O No E 5340-414/Edn 299-23-1 Dt 24-4-24 2 years	"	General.	Half Sheet	8 forms each.	"
eturn of Criminal Lunatics	para XVII of Govt. Notification No J 3674-/pris 9-16-8 Dt 17-4-1917	"	I G of prisons	Do -	6 forms.	13.
Statement of escape of prisoners	G O No 5662-73/ pris 3-21-27-1 Dt 10-6-22	"	Do	Do	6 forms	14.
tatement of Officials Dismissed from Service	G 21716-75/ G m (6) 19-41 Dt 30-3-1920	"	"	"	8 forms	15
From" Register	G O No G 52035 51/E A 14-14 Dt 23-11-14	P.	Do -	"	3	General
To " Register.	G O No Do:	Do	"	"	4	"
"Jappal" Book.	Do	10 years after the date of Last entry	"	"	2	"
"Peon Book"	Do -	Do -	"	"	2.	"
Cash Book	para 48 of G O No 1444-1463/C A 9-263 Dt 18-11-1918	permanent.	"	"	1 for 2 years	Chennai
Register of furniture	G O No 72/7090-13/G7 217-17-1 Dt 29-5-18	- Do -	"	"	1 for 4 years	"
Sentingent register of the					1	"

Sample forms are the same for Jails and Lock-ups also.

26	Contingent register of Jails & Lock-ups	Do	Do	"	As per Sample	1	17 Same as form No. 16.
27	Acquittance roll	para 49 of G.O. permanent No. 1474-1463/ E A G 263 B 18-11-19.	"	"	"	1 for 2 years	General
28	Stationary Stock Register	"	"	"	"	1	"
29	Stationary Ledger book	Do	"	"	"	1	"
30	Stationary issue Register	Do	"	"	"	1	"
31	General indent Book of Stationary	"	"	"	"	1	"
32	Index book of files	As per rules of the office procedure	permanent	"	"	1	General
33	Ledger book of monthly returns	As per Appendix B of the Office manual	"	"	As per sample	1	~~48~~ Blank book will serve purpose.
34	Office attendance Register	para 574 of G.O. No. 1414-1463/ E A G 263 B 18-11-18	"	"	"	1	~~49~~ —Do—
35	Periodical register	152 E A G 27-6-1917	"	"	"	1	General
36	Inspection minute Book	para 59 of G.O. No. 1414-1463/E A G 263 B 18-11-1918	"	"	"	1	~~20~~ —Do—
37	Statement of prisoners surrendered	G.O. J 2578/cts, 111-08-18 & 9-3-09	2 years	"	Half Sheet	8 forms	21 ✓
38	Form of Graduation List of Officials	G.O.G. 1475-514/GM 139-13-1 B 18-8-13	"	"	full Sheet	8 forms	22. ✓ Many forms in use in 3 years —

for which as to be made Budget.	Chief Engineers cir. no 1 Dy. 22-1-1906	"	..	Full Sheet	15 forms	24.	
Appendix XIII of the General circulars and Standing orders of Govt	cir no 1-50/AR. Dy 38-23 from the Secy to Govt: Local & Legis Department	"	"	Half Sheet	4 forms	General	
Form of Statistics of the Local Self Defence Scheme	Ho No G 733/ GM. 287-10-5 Dy 15-6-1911	"	"	Half Sheet	4 forms	25	
Advocate General as ~~financial~~ forms	—	—	—	—	24 each.		

Jails.

Official & non official Visitor's book	See 21 (4) Prison act + Rule 19 mysore Jail manual	12 years	Jails-	Half Sheet foolscap Size book of 100 pages	3 books for six years	Vide Sample form 1	No change from existing form no I
Superintendent's Diary	Rule 29. M.JM.	12 years	"	Ho -	4 books for a year	Ho 2 Why?	The Superintendent's Diary is not submitted to I.G. of Prisons, Hence the existing may be changed into a diary with 2 headings only as per sample
Medical Officers Diary	Rule 50. M-JM. + See 41 Prison act	12 years	"	"	6 books a year	Ho 3.	No change from existing form 3.
Sub Assistant Surgeon's Diary	Rule 56 on JM.	12 "	"	"	6 "	Ho 4	
Jailer's, matron's, or chief warder's diary.	Rule 156, 166 178 on JM.	12 "	"	"	Ho	Ho 5	

Convict Register	See 21 (1) & (5) prisons Act Rule 772 m.J.m	permanent.	"	To be printed in printing Royal paper only of the Size 24"x18" and bound in leather into to books of 100 pages each.	24 books a year.	form. Do 8½.	Col 19 the existing form to be omitted finger prints are not taken in Jail & col 30 to be widened as found necessary from experience.
Register of unconvicted Prisoners.	Rule 773 M.J.M	12 Years.	"	Do — Do	6 books a year	Do 8	No change from existing form 8.
Register of civil prisoners	Rule 774 "	12 years.	"	"	2 books	Do 9.	Do — 9.
Release register of Prisoners	" 775 "	12 "	"	Half sheet foolscap Size books of 100 pages	2 books	Do 10	Do — 10
Release Diary & batta Book	" 776 "	permanent	"	17x22" machine made white paper books of 100 pages each	"	Do 11	Do — 11.
General abstract of prisoners.	Rule 777-m.J.M.	5 Years	"	machine made paper 17x26" books of about 64 pages.	"	Do 12	The 4 cols for unconvicts should be widened and subdivided into 2 each, for males & females being shown separately. Similarly the last but two col, Viz, "total population" for the same purpose.
Lock up Register	Rule 778 m.J.M	"	"	machine made paper demi Size books of 100 pages each.	4 books per year	Do 13	The form proposed now is intended to obviate the necessity of maintaining as now, two other Lock up registers in manuscript, the one showing the number locked up in each room of the block, and the other showing the officer who is responsible for locking up.
Labour Register.	Rule 779 m.J.M	"	"	"	4 books	Do 14.	A few cols, showing the ~~industry~~ industries which are not carried on in Jail have been omitted in the new form proposed & blank space is provided for such industries as may be started.
Remission Sheet of Convicts	Rule 780 M.J.M	1 year after release	"	Half sheet foolscap Size books of 100 pages each.	20 books a year.	Do 15.	The form now in use which is a modification of form 15 M.J.M. has been approved, GO No 140-2/Pris 75-22-2 Dy 10-7-23 & requires to be modified further by the addition of a new col,

~~nishment~~ Book.	Rule 781, M.J.M. & Sec 21(3)+47 Prisons act	12 years	"	Do.	2 books a year	Do 16	No change from existing form
Diet.	Rule 782 M.J.M.	5 "	"	Demi size white paper books of 100 pages each.	4 books,	Do 17	Do —
~~From~~ "Register	" 783 "	permanent	Jail. Jail manufactory & Hospital	Foolscap size	12 "	Do 18	Do —
~~To~~ "Register.	" 783 "	Do	Do	books of 100 pages each	6 books	Do 19	—
Defaulter book.	Rule 125+785 M.J.M.	12 years	Jail -	Do -	6 books	" 20	— 20
Register of articles of uniforms received and issued to Warders.	" 786 "	5 "	"	"	2 books	" 21	The headings in the existing form have been changed.
Ammunition Register	" 787 "	5 "	"	"	2 books for Ten years.	Do 22.	The word "Cartridges" is to be a after "Revolver" in Col. 5 existing form No 22.
Ball practice Register	" 788 "	"	"	"	2 books for five years	Do 23.	No change from existing form
Register of Persons other than prisoners, & Warders passed through the main gate.	Rule 190+789 M.J.M.	"	"	"	2 books a year.	Do 24.	No change from existing for
Register of Prisoners, & Warders in charge of Prisoners, passed through the main gate.	Do	"	"	"	6 books a year.	Do 25	24, 25 & 26, but only the he may be printed in comm as the Gate Keeper is General
Register of articles passed through the main gate	Do	"	"	"	Do	Do 26	Warder who does not kno English
Stock book of Stores & dead stock.	" 790 M.J.M.	permanent	"	Half Sheet foolscap Size to be printed on thick foolscap size and bound into books	2 books for 12 years.	Do 27.	No change from existing fo

Daily ration Indent Register.	Rule 791 MJM.	2 years	Jail	$8\frac{1}{2}$" x 19" Badami paper 31 or 32 Suits stitched into books (not necessary to bind)	24 books a year	Vide Sample form no 28	No change from existing
Abstract of Daily rations, Indent issue register of the Jail + Jail Hospital.	Rule 791 + 819(2) MM. JM.	12 years	"	Demi Size White or badami paper bound into books of 100 pages each	4 books for 8 years.	No 29 A × 29. B ?	No ——— Not-received.
Office Cash book.	Rule 793 to 796 MJm.	permanent	Jail + Jail manufactory	To be printed on Demi Size thick White or Royal paper + bound in leather into books of 100 pages each.	2 books.	No 30 ✗ Revised form already suggested in B. 6 Jail no 672/7319 25 4/24 Old form retained as new may be urgently required.	
Certificate of Batta to paid to released Prisoners.	Rule 819(3) attached to MJM. B. 6 Bills only		Jail.	¼ Sheet of foolscap paper.	75 forms a year.	No 31 ✓	No Change from Proposed form 35.
Indent for Supply of uniforms to the Warders Establishment.	" 128 MJM.	5 years	"	½ Sheet foolscap paper.	12 forms a year	No 32.	The heads have been changed so as to correspond with the heads in form no 21.
Form of Security Bond where cash is Deposited	Rule 137 MJM.	As long as the officer holds the situation + 6 months thereafter.	"	Royal paper Demi Size.	6 forms a year.	No 33 ✓	No Change from existing form no 33
Form of Security Bond where Govt Securities are Deposited.	— No ——	"	"	"	"	~~No 34~~	~~34~~ No 34.
Statement of Security Deposits	139 MJM.	5 years	"	Need not be printed.	6 forms	No 35	No 35
Certificate of admission of prisoners.	224, 439 MJM.	2 "	"	Badami paper. 5½ "x7"	4000 a year.	No 36 (To be printed in the Supplement)	36.
	Rules 440 412(2) 765	5 years in case of Transferred		½ Sheet foolscap paper Size, Badami or Local	200 forms a year	No 37 ✓	

Convicts History Tickets	Rule 229(2) MJM.	2 Years after his disposal.	½ Sheet foolscap Size for those sentenced to less than one year and full sheet Size paper for other Convicts.	2000 forms a year	Vide Sample which have been approved in C.O.P from 38 / Pris 57-22-20 & 23-3-23.	
or Ticket	" 677 MJM.	2 years				
Indent for Jail & Hospital Clothing	360(1) MJM.	"	foolscap per badami paper of about 6½x4" Need not be printed	200 forms a year 12 forms.	Do 39	No change from existing form
Convicts application for copy of Judgement	401 MJM	will remain in Court	¼ Sheet foolscap Size paper.	1800 forms per year. 200	Do 41	
Form of medical certificate of fitness	Rule 675, 746 747, 440(8) MJM.	2 years			Do 42	
to undergo Solitary Confinement.						
Description Roll of prisoners to be released.	Rule 464 MJM	Will be sent to police	½ Sheet foolscap Size paper white or Badami ~~to be printed on Royal Demi paper~~.	2000	Do 43	
Form of Conditional release	Rule 308, 309 MJM.	about six years	To be Printed on Royal Demi paper.	60 forms a year	" 44	To be printed in English Canarese vide Rule 30.
Do —	Rule 467	"		24 forms ~~24~~ for	45	Do
Register of undertrial prisoners sent to Courts	606(2) MJM.	2 years from date of last entry.	Half Sheet foolscap Size white or Badami paper.	4 books a year.	" 46	No change from existing form but the headings may be + in Kannada also
Medical case of Convict lifers	Rule 754 MJM.	Does not remain in Jail	Need not be printed	6 or 8 forms occasionally	— 47	No change from existing form
Stock book of Raw materials	841 MJM.	12 years	Jail manufactures ½ Sheet foolscap Size books of 200 pages each	2 books a Year	Do 48	Commissions of Cols relating "Rate" "Value" + "date of p as all articles are purchase approved Contractors and pa on bill presented by them once month, and information to inserted under these Colms, available in other registers
					Do Omitted need	

Stock Book of manufactured articles	Rule 846 + 847 MJM.	12 years	"	"	4 books a year.	vide Sample form 49	No change from existing on
Individual Ledger of Credit Sales	862 MJM.	Permanent	"	1 Sheet Foolscap paper [illegible] 200 pages in each [illegible]	2 books a year.	Do 50	"
Day book of Credit Sales	847 MJM.	Permanent.	"	½ Sheet foolscap paper size, thick white paper, 200 pages in each i.e 4 Quires	2 books.	Do 51.	In existing form 51 the Group c particulars of industries with su Weaving, Dyeing etc may be omi and only two cols "amount" "Remarks" may be substituted.
Day book of realisation	847+859 MJM.	"	"	"	"	Do 52.	Similarly in existing form no 52 Group col particulars of industries be omitted altogether and the p for the cols left to be widen
Registers of Inter + Intra departmental supplies.	847(7) 860(2) MJM.	"	"	Do 100 pages in each book.	"	53	Between cols 3 + 4 in existing 53, two other cols may be o opened as "articles supplied" Service required and refere to page in Stock Book or
Registers of manufactory plants, implements etc.	865 MJM.	"	"	Do books of 200 pages (4 quires)	"	54	No change from existing form
Statement of amount realised in cash or effected by book Transfer.	856(a) MJM	5 years	Jail + Jailmanufactory.	Do books of 100 pages (2 Qrs)	2 books once in 8 years + 35 forms a year.	55	The revenue head "Sale of Weights and measures" may be removed from the existing form as the municipality is dealing with
Registers of monies remitted to the Treasury.	859(5) MJM.	2	"	Do books of about 50 pages.	8 books a year.	Do 56	Form no 56 MJM may be s tuted by Financial form no
Indent for Raw materials	842 MJM.	5	Jail manufactory	Badami paper about 6"x14" Books	30 books	Do 57	The following Changes may be

1 Municipal Authorities now in use + which answers the p

gister of orders for caution in the manufactory Deptt	Rule 849 PJM	5 years	Jail manufactry.	½ Sheet foolscap Size Books of 100 pages each	2 books a year	Vide form 58	The changes proposed in the c form 58 are that the cols when passed into stores" shou altered into "Date of Comm ment of work with indent no. "date of completion of order "Daily.
Bill forms	860 (1) + 863 (3) PJM.	2 years	Jail & Jail manu -factory	½ Sheet foolscap Size Book of 100 pages each	18 books per year	" 59	No change from existing for
Gate pass	189 (2) PJM.	2 years	"	White foolscap paper book 5"x9" 100 pages each.	200 books a year	" 60.	The form now proposed has approved in G.O No 5546- 23-23-7 PJ 24-24.
Receipt Book.	858 PJM.	"	"	White paper Size 8"x4" book of 100 pages each	24 books a year.	" 61	No change from existing fo
4 yearly Statement outstanding debts due to & by the Jail.	886 PJM.	5 "	"	Need not be printed	8 forms a year)	" 62	
Hospital Register of inpatients.	524/868 PJM	12 "	Jail Hospital	½ Sheet foolscap Size. White paper Books of 100 pages each.	2 books a year	" 63	
do outpatients	870 & 869 PJM	"	"	Demi size White paper books of 100 pages each	8 books a year	" 64	
Valid Gang Register.	550. 870 PJM	"	"	½ Sheet foolscap Size. Books of 100	2 books in	" 65	

Vaccination Register	553 mTM	"	"	"	2 books	Price sample from 66	No change
Hospital Roll of Sick diet etc	530, 871 mTM	"	"	"	2 books	"	67
Prescription Book	530, 872 mTM	"	"	1/8 Sheet	24 books a year	"	68
Hospital Case Book	531 mTM	permanent	"	1/2 Sheet foolscap 100 pages each Book	8 books	"	69
Bed Side Tickets	541 mTM	2 years	"	1/2 Sheet foolscap Size pages	2000 forms a year	"	70
Daily return of Epidimic Sickness	583 mTM	2 "	"	"	200 forms if necessary	"	71
Register of Prisoners inoculated against plague	876 mTM	12 "	Jail Hospital	1/2 Sheet foolscap Size books of 100 pages each	2 books	"	72
Postmortem Book	874 mTM	"	"	"	2 books	"	73
Register of Deaths	875 mTM	Permanent	"	"	"	"	74
Daily ration Indent for Jail Hospital	533+871 mTM	2 years	"	1/4 Demi Size, Badami papers, books of 32 pages each	24 books a year	"	75
Abstract of Daily ration indent Register of Jail Hospital	819(2) MTM	12 years	"	Demi Size Badami Pages books of 100 pages	2 books	"	76

General Summary Statement no I, Judicial showing the no of disposal of Convicts.

Statt. no II Judicial showing the Stencils

No change from from printed on page 141 to 146 Vol II Sangore Jail annual, excepting that the note at the foot of Statt IV is proposed to be expunged, because in practice Statement no B annual series is compiled

Statement III (financial) shewing the employment of Convicts.	Rule 825 on JM			
Statt. IV. Shewing the Condition of Prisoners Discharged.		5 years	Half Sheet foolscap Size Stitched Card bound) of 4 sheets each.	60 Books a year. Considerable For orders X 77
Certificate on the examination of Register & Cash.				
Annual returns I to XVIII, A. B. C. D. General summary, XII A. & XII B.	829 on JM.	5 years	Which pages Size 8 forms of each kind a year in serial No.	Please See Memo: 1 of the list under the head, Office of the required in this form is ava J. G. of Prisonable in form XVII which Refe

Half Sheet foolscap Size Stitched Card bound) of 4 sheets each. 60 Books a year. Considerable For orders X 77

Her form in use is accompanied by Jail Manual

aires the figures under Col 3 the former & Col 1 of the latt which shows the no. of Convict discharged during the year and the month, are expec to agree with the number Convicts shown as dischar in the year & the month in Statements General Sum Annual & monthly. In t General Summary, annua & monthly, the number Convicts transferred, died, escaped, sent for, are a included as discharged a if these be excluded in Sta IV & B, discrepancies wou between them.

XVI may be abolished as it is understood that it has been abolished in Madra It is likely that the informati required in this form is ava in form XVII which Refe mortality according to length time passed in Jail.

Other Registers & Forms in use in Jails, and Considered to be necessary to be printed & Supplied

Cover chit of Prisoners to be released.	2 years.	Foolscap paper book, Size about 5"x9" books of 100 pages.	24 books.	X 79.
Cover chit of Prisoners to undergo Solitary	2 years	"	4 books.	X 80

Necessary to ensure accuracy & despatch of wor

Cover Chit of Prisoners whose Sentences are to be Suspended.	2 years	Jail	Foolscap paper books, Size about 5"×9" Books of 100 sheets each	2 books a year	from 81		Necessary to ensure accuracy & despatch of work
Cover Chit of Prisoners to be sent to Courts	2 years	"	Do	24 books a year	" 82		
Indent on Contractors for articles	2 years.	Do, + manufactory Jail.	2 Sheet foolscap Size, Book of 100 pages each.	75 Books a year	" 83	Receipt Books may be dis-pensed with	
Stock Book of miscellaneous articles.	permanent.			2 Books a year	" 84	Required under Financial Rules.	
Registers showing the number of C + M Station prisoners Confined each day of the month	"	"	½ Sheet-foolscap Size	2 books in 8 years	" 85	These are necessary as bill for the recovery of Cost of C + M Station Prisoners, in the Bangalore Central Jail, Shall be prepared from the info obtained from them	
Statement Showing -- Do --	To be sent to the Dist magistrate & C + M. Station.		½ Sheet foolscap Size	15 from one year.	" 86		
Register of petitions made by the prisoners.	2 years.	Do -	100 books of 100 pages each.	4 books a year	" 87	Necessary for the observance rules in the Jail manual relating to the interviews communications with Pr and for watching expendi on account of postage pa on Prisoners letters by the Government.	
Register of letters Written by prisoners	"	"	"	"	88		
Register of Petitions for interviews granted with prisoners.	"	"	"	2 books.	89		
Roll call of Warders) (The attendance Register	2 years	Demi Size badami papers, Books of 100 pages each.		2 books a year	" 90.	—	
Duty Rosters of Warders.	"	"	"	Do	" 91.		
Warders punishment Book	"	"	½ Sheet foolscap Size books 2100	4 books	" 92	This is a general register for Warders, the entries in	

our Register. - - Jail manufactory. Dy - 60 books X Rs 93 .. Any Blank book of the
a year
each & half yearly returns please see Samples furnished) serve the purpose
in general Nos 15-18 of the Office of the D.I. of Prisons (25 copies of each are requi

Lock ups.

Inspection Register of the Lockups	Permanent	Lockups	Foolscap Size	82 books	Vide Sample form No 1	
Lockup order Book.	"	"	"	82 "	" 2.	
Prisoners punishment Book.	"	"	"	82 "	3.	
Convicts admission Register.	"	"	"	82 a year	" 4	
Release Register.	"	"	"	82 books	" 5	for 2 years.
Registers of undertrial prisoners.	"	"	"	82 "	" 6	
Lockup Register	"	"	"	82 "	" 7	
Labour Register	"	"	"	82 "	" 8	
Stock Book of Govt Stores	"	"	"	82 "	" 9	
Indent for prisoners Clothing	"	"	"	82 "	" 10	
Patara Register	"	"	"	82 "	" 11	
Ration Indent form (Register)	10 years			2000	" 12	
Medical officers Dairy	"			82	" 13	for 2 years.
General Summary of all				2000	" 14	

1/9 Para Lockups manual Appendix I page 43-62.

As per Sample forms Enclosed Herein

Statement No I of disposal of convicts	—	12 years	"	Landless	2000	"	15	
Staff II Offences committed & punishments inflicted.			"		2000	"	16	
Staff III Employment of Convicts			"		2000	"	17	
~~Annual Acct. of Returns Rule 161~~ 1—23 M.J.M. and Appendix VI		yearly	"	Forms	~~250 forms each~~	"	18	Double entry. See No 39 Lic Rules
Abstract Contingent Bill	M.J.M.	Rule Permanent 153 page 34	"		2000	"	19	
Detailed Contingent Bill	"	156	"		2000	"	20	
Schedule of Establishment	M.J.M.	Appendix VI	— Do —		25	"	~~27~~	General.
Warders attendance Register.	"	"	"	As per Sample	16	"	~~21~~	As per sample furnished in to
Ration abstract Register.	Rule 158	10 years	"		82 for 2 years	"	~~23~~	— Do — forms
Current Register		Permanent	"		24		General.	
ical register			"		8	"		
in Register								

Establishment Pay Bill.	Every year.		200	
Travelling allowance Bills.			150	
List of Absentees			200	
Monthly.				
Credit Statements mysore Lock up manual Appendix VI page 86	Monthly.	Quarter Sheet	2000	As per sample furnished in Jails.
Statement of Expenditure in Lockups.	Do	Half Sheet	2000	As per form Prescribed Jails.
Statement of Officials retired from Service	Do +GO NO 9 L5619-68 S+A 123-21-1 Dt 19-6-22.	Quarter Sheet	3000	General.
Quarterly.				
B+C Statement the Central Recruitment Board.	quarterly.	Half Sheet	200	General
Half yearly.				
Return of Convicts Surrendered	½ yearly.	— Do —	200	Refer I.G.P Office no

Return of Unconvicted Lunatics Confined in the Lockup under Sections 466 + 471 C.P.C.	-Do- Sec 466 + 471 C.P.C.		200		Please refer to Serial No 16 of the e.D.G.P. Pub
Statement of Escapes of Prisoners	Under Appendix VI		200	-Do-	Do 17
Statement of Officials Dismissed			200	-Do-	Do 1
Annual Statements 1 to 18 A.B.C + D and General Summary	Yearly yearly	As per Samples Enclosed	300 forms each	Please see remarks in Col 10 of the e.D.G.P. Office Order list also Serial	
Indent for Stationery		General	160		
Indent for forms			160		
Gradation List of Officials in Superior Service			180		Please refer No 38 of the Office Order e.D.G.P.
Lockup Inspection Report	—	—	100	Half Sheet	
		As per Sample Enclosed	500	Vide Sample form 21.	
Docket forms		General	5000		
			2501		

Reappropriation:

Bangalore

dated 2nd August 24

S. Srinivasan

for Inspector General of Police

U.O.No.1033 LAD dated 24th June 1925 from the Comptroller to Government, to the Secretary to Government, Local and Legislative Departments.

Before going into the details of the alterations proposed in Forms by the Jail Department it may be noted that in the Manufacturing Department of the Jail the Store Keeper not on does the duties ofa Store Keeper, but also supervises the Industries, prepares indents for raw materials, supplies materials for preparation of articles from stores, prepares estimates and fixes the price of materials manufactured. In fact he has a hand at every stage from the preparation of the indent for raw materials to the sale of finished article though the Jailor and Deputy Jailor are required to look after the Industries and are granted special allowances for the purpose. The latter officers seem to supervise only the work during the process of manufacture and do nothing further as regards estimating, indenting etc. When estimates and indents etc are prepared by the Store Keeper they are initialled by th Superintendent and sometimes by the Jailor also. There is in consequence no independent check over the transactions.

I note below my remarks on the changes proposed by the Department:-

(1) Form No.58. Register of orders for execution in the Manufactur ng Department.

The Superintendent proposes that the two columns "date of completion of order" and "date when passed into stores" may be omitted and a column "date of commencement of the order" may be substituted. This will, it is stated, facilitate finding out from the Order Book when orders were actually put into execution and tracing readily the particular indent with which orders were placed for supply of raw materials.

Column (2) "Date when passed into stores" is necessary to note the date of taking to stores and to prevent any possible delay in the delivery to the stores or in the takir of the articles by the Store Keeper. A new column "date of commencement of work" may be introduced and the other columr suitably rearranged as indicated in pencil. The number of indent may conveniently be noted in the column "Nature of Order."

(2) Form No.48. Stock Book of Raw Materials.

Columns 5,6 and 7. The Superintendent observes that columns 5,6 and 7 viz., rate, value and date of payment may omitted "as all articles are purchased from approved contractors and paid for on bills presented by them once a month and information to be inserted under these columns is available in other registers."

These three columns are not being used now. As the stock is received it is entered in the stock book without th columns being filled up. It is said that as the materials a received piecemeal and not altogether in one single supply it is difficult to work out for each such supply the value and that the contractor presents one bill for the entire supply of a month. Rule 842 of the Mysore Jail Manual, however, runs as follows:-

"Before payment is made for materials, the Superintende shall satisfy himself that it has been brought to account in the stock book and that the price charged corresponds wit the rate entered therein. If the rule is to be strictly followed as it ought to be the columns should be retained ar the filling up of those columns insisted upon. Though it may not be possible to fill up these columns at the time of each supply, it could easily be done at the time of each payment. It will be an effective check over omissions in th stock book.

(3) Form 50. No remarks as no change is proposed.

(4) Form 51. Day Book of credit sales. The Superintendent proposes that the group column providing sub columns for the various industries, such as Weaving, Dyeing etc may be omitted and only two columns "Amount and Remarks" may be substituted." The sub columns are intended to work out sales under each industry for statistical purposes though it does not serve any audit purpose.

It is for the Administration Department to decide whether these columns should be retained.

(5) Form 52. Day Book of Realisations-

The remarks in the case of Forms No.51 hold good here also

(6) Form No.56:- Register of monies remitted to the treasury. The Superintendent proposes that for Form No.56 Mysore Jail Manual, Financial Form No.77 now in use which is Form 1 Vol.I of the Mysore Account Code, may be substituted. This form is common to all departments and may be adopted. As a matter of fact this is the form that is being actually used in the Jail Department. The details for credit should however be furnished in the chalan sent to the treasury along with the remittance.

(7) Form No.53:- Register of inter and Intra Departmental supplies. Between columns 3 and 4 now existing the insertion of two other columns viz., "Articles supplied or service rendered" and Reference to page in stock book on Trifoil indent" is proposed with a view to avoid keeping a duplicate copy of invoice and making the book into a combined invoice and bill book.

(8) Form No.57:- Trifoil of Indents:- The change proposed is that the form may be printed as per form given in Mysore Jail Manual omitting only column "Value" in Counterfoil, as the industry work-instructor is not aware of the value of articles he requires. This may be done. The procedure followed now is that the Store Keeper writes out both the foils of the indent

on the work-instructor's personal requisition and then as he receives manufactured articles he makes entries thereof the last foil and keeps both the foils with himself. This opposed to rules. The work-instructor has to fill up the indent form which ought to be passed for issue by the Jail and the Store Keeper after complying with the indent should retain one of the forms and return the other to the work-instructor for his record and after receipt of articles he to make up the memo of receipts and give it to the Work-Instructor as ~~xxkxxxxx~~ acknowledgment for articles received but as this procedure is not being followed all these are written up and kept by the Store Keeper himself. Hence it stated that the perforation in respect of the second and th foils is unnecessary.

If the rules prescribed in the Jail Manual are to be strictly followed as they should be, the form to be supplie requires no change.

For Secretary to Government,
Local and Legislative Departments.

room & barrack	Capable of holding	No locked up	Balance inside	Balance outside	name of officer who searched & locked up.
I. no II cells.					
barrack room no 1					
2					
3					
4					
1					
2					
3					
4					
1					
2					
3					
4					
1					
2					
3					
4					
1					
2					
3					
4					
1					
2					
3					
4					
No I Cells					
Hospital.					
reception room no 1					
2					
3					
4					
male prison 1					
2					
3					
4					
female prison.					
European prison					
Segregation Shed.					